RESOURCE GENERATION
OFFICE

OPERATIONS Manual

Office of the Vice President for Finance and Resource Generation
INTRODUCTION

In the light of the current government policy of gradually reducing national subsidy to state University, SUC's face substantial constraints in terms of limited infrastructure facilities and financial resources. This can be partly addressed by SUC through undertaking income generating project activities. IGP’s additional resources which are made possible and available to the institution can be used to finance unfunded programs and activities for instruction, research and extension.

With this scenario, SUCs are expected to be more efficient, relevant, productive and competitive in their operation as stipulated in the “HIGHER EDUCATION MODERNIZATION ACT OF 1997”. To meet this expectation, SUCs in the pursuit of their mandate to provide quality higher education at the least cost possible are encouraged and authorized under this Act to undertake revenue raising activities that will enable them to generate income to augment declining government subsidy to their maintenance and other operating expenses.

This Operation Manual is developed to provide guidance in improving the operation of existing income generating projects as well as establishing new ones. Through this manual, faculty, staff and students are empowered to interface entrepreneurship with the programs of the University.

It is indeed hoped that with this operation manual, BatStateU shall embrace its important role in sustainable development as a logical and necessary extension of the University mission.

Major Activities and Operations of RGO:

The Batangas State University is committed to serve the needs of its students, faculty and staff and other members of the BatStateU community through identification of their needs and making these needs available for their convenience. Through Resource Generation Office headed by the Vice President for Finance and Resource Generation the University was able to carry on its mission to provide better services and University products to the community. It caters all purely business activities/ projects/ programs engaged in by the university. The main function of this office is to generate another means of income and enhance the financial capability of the university. It also establishes linkages with the government and private organizations to further enhance the various business activities or affairs of the University.

RGO provides quality and affordable school uniforms; order books directly to the author or authorized publisher to give the best and cheapest price; provide personal accident insurance at lowest cost to ensure that BatStateU students, faculty and staff are covered if an accident results in injury, hospitalization and death; improved spaces for canteen tenants to provide the a wide variety of food choices at affordable price; innovative facilities to use for a very reasonable price; first class University shop that caters quality and affordable souvenirs and items; aromatic coffee shop that serves premium coffees and pastries at affordable price; and other businesses that provides the best service to the students.

Legal bases for SUCs to undertake IGP:

The authority of RGO to engage in income generating projects to raise additional revenue for its support are not without legal bases such as:

1. COA Circular No. 84-293 (August 15, 1984)

   Prescribed uniform procedure for proper valuation, recording and reporting of products acquired or produced by government agencies.

2. R.A. 8292, (June 6, 1997)
Provided powers to SUC governing board to allow the school to generate more income through a more effective utilization of their existing resources;

Authorized the SUC governing board to decide on the use of school income for any reasonable purpose which, in its discretion, may be necessary and urgent for the attainment of the objectives and goals of the University or College.

3. DBM Circular No. 92-8 (November 18, 1992)

Provided guidelines on the establishment of revolving fund of SUCs for the operation of auxiliary services and created fund 163.

4. R.A. 9045

Any income generated by the University from tuition fees and other charges, as well as from the operation of auxiliary services and land grants, shall be retained by the University, and may be disbursed by the Board for instruction, research, extension or other programs/projects of the University: Provided, That all fiduciary fees shall be disbursed for the specific purposes for which they are collected.

Definition of Terms:

Resource Generation Office – this refers to the office wherein the activities and initiatives of the University will result to additional resources on top of the regular budget allocated to the University.

Income – refers to the amount of money or its equivalent received during a period of time in exchange from the sales of goods, for labor or services and other merchandise or as profit from financial investment.

Cost – in business, it is usually a monetary valuation of (1) effort, (2) material, (3) resources, (4) time and utilities consumed, (5) risks incurred, and (6) opportunity forgone in production and delivery of a good or service. All expenses are costs, but not all costs (such as those incurred in acquisition of an income-generating asset) are expenses.

Profit – refers to the positive difference that comes from selling products for more than cost of producing these (income-costs=Profit). Loss is the opposite of profit and means that the costs exceed the incomes.

Merchandise – goods to be bought and sold to students

Inventory – The raw material, work-in-process goods and completely finished goods that are considered to be the portion of a business’s assets that is ready or will be ready for sale. Inventory represents one of the most important assets that most businesses possess, because the turnover of inventory represents one of the primary sources of revenue generation and subsequent earnings for the company’s shareholders / owners.

Coordinator – refers to a person who takes the lead in organizing a particular project. She / he helps in planning, organizing and executing events or performances needed.

Subsidiary Ledger – refers to special or supporting ledger (such as cost ledger, purchases, sales ledger) that provides more detailed information about individual accounts than a general ledger. Used by firms with larger number of customers (or creditors), these ledgers divide masses of financial data into more manageable parts. Total of all individual accounts in subsidiary ledger equals the balance of the corresponding summary account (called control account) in the general ledger.
**Billing Statement** – refers to a notification sent to a customer who has been invoiced but has not yet paid. It summarizes their balance and requests payment.

**Bidding** – is an offer of setting a price, one id willing to pay for something or a demand that something be done

**Project Proposal** – a type of business proposal that delineates the objection of a proposed endeavor together with the steps necessary to accomplish the objective.

**Queuing Management System** – used to control queues. Queues of people form in various situations & locations in queue area.

**Order Slip** – document, bill or invoice which shows the details of order.

**Delivery Receipt** – document that is typically signed by the receiver of a shipment to indicate that they have in fact received the items being shipped and have taken possession of.

**Trip ticket** – a ticket entitling a passenger to travel to his destination & back again.

**Consignement Agreement** – a contract where the owner of goods turn them over to a seller.

**Requisition Form** – an official form on which a request is made.

**Letter of Intent** – document outlining the general plans of an agreement between two or more parties before a legal agreement is finalize.

**Contract** – a legal document between parties that clearly spells out just what is expected & required of each party.

**Policy** – a set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization, a government, or a political party.

**Billing Statement** – list the charges that a customer has accumulated over a period of time.

**Accident Insurance** – an insurance against bodily injury or death because of an accident.

**Memorandum of Agreement** – also known as memorandum of understanding, is a formal business document used to outline an agreement made between two separate entities, groups or individuals.

**Insurance Claim** – notification to an insurance company requesting payment of an amount due under the terms of the policy.

**Yearbook** – a documentary, memorial or historical book published every year, containing information about the previous year.

**Beverages** – any liquid suitable for drinking.

**Credit line** – an arrangement in which a bank or vendor extends a specified amount of unsecured credit to a specified borrower for a specified time period.

**LET Review** – licensure examination for teacher

**Petty cash** – a small amount of cash on hand that is used for paying small amounts owned, rather than writing a check.

**Revolving Fund** – established to expedite the handling of University business by providing funds for authorized purchases and / or to make change.

**Coffee Shop** – a small restaurant that serves coffee and other drinks as well as simple foods.
ABBREVIATION

VPFRG – Vice President for Finance & Resource Generation
PORF – Pull out request form
BAC – Bids & Award Committee
BOR – Board of Regents
ALOBS – Allotment of Obligation Slip
IAR – Inspection & Acceptance Report
SRAST – Service Rental Agreement (Short Term)
CA – Consignment Agreement
SAF – Suppliers Accreditation Form
SRF – Supplies Requisition Form
CTA – Canteen Tenant Application Form
FAF – Facility Rental Application Form
MIR - Monthly Inventory Report
CAB – Credit Application for Beverages
CRRF – Customer Refund Request Form
The structure shows the layers of management. Generally, there are four (4) levels of management in the RGO organization, namely, the University President, the Vice president for Finance & Resource Generation, the Director for Resource Generation, RGO support group & other personnel.
Job Descriptions:

The job descriptions are composed of functions & qualifications of management and various levels.

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A. JOB SUMMARY

The Vice President for Finance & Resource Generation provides overall direction, leadership and supervision in the operation of Resource Generation Office.

B. STATEMENT OF DUTIES

The Vice President for Finance & Resource Generation is responsible for the following tasks:

1. Acts as Vice Chairman of the Project Management Board
2. Recommend to the University President policies and guidelines governing income generating and entrepreneurial services of the University.
3. Lead in the planning and development of income generating and entrepreneurial programs and projects for efficiency, sustainability and viability.
4. Provide overall direction in the implementation of income generating and entrepreneurial projects of the University.
5. Recommend to the University President designation of Director / Project Manager and other lower level personnel under RGO.
6. Review and recommend to the University President the approval of project proposal/ business plans.
7. Initiate the review of RGO Manual of Operation to ensure its relevance and responsiveness to the desired efficiency and effectiveness of RGO operation and its currency to the current thrusts and priorities of the University.
8. Perform such other duties and functions as may be directed by the President.

C. BASIC RELATIONSHIP

The Vice President for finance & Resource Generation reports directly to the University President.

D. QUALIFICATIONS:

The Vice President for Finance & Resource Generation should be:

1. Designated by the University President
2. Preferably with Doctorate Degree or its equivalent and relevant experience in business operation.
A. JOB SUMMARY

The Director for Resource Generation supervises overall operation of Resource Generation Office.

B. STATEMENT OF DUTIES

The Director for Resource Generation is responsible for the following tasks:

1. Reports directly to the VPFRG and updates on issues and concern which hinder the effective and efficient operation of the office;
2. Recommends policies and standards for income generating projects of the University;
3. Supervise the proper collection of revenues on the income generating project activities such as space rentals for canteen tenants and photocopiers; sale of uniforms, sale of beverages, insurance and university shop;
4. Review the accuracy of the documents to be signed pertaining to IGP transactions;
5. Identify new business opportunities; develop and recommend strategies for its implementation;
6. Supervises the preparation of reports pertaining to IGP operation;
7. Prepare and submit periodic and annual reports that may be required by higher Authorities;
8. Visit each campus at least twice a year to check other possible IGP in their area
9. Do related work as may be assigned by higher authorities

C. BASIC RELATIONSHIP

The Director for Resource Generation reports directly to the Vice President for finance & Resource Generation.

In addition, in order to secure the requirements of the Office, coordination with the respective departments is needed.

Externally, the Resource Generation Director communicates with the different suppliers, tenants, and other entities with which the office transacts.

D. QUALIFICATIONS:

The Resource Generation Director should be:

1. Designated by the University President
2. With Master’s Degree and relevant experience in business operation.
A. JOB SUMMARY

The IGP Coordinator is the overall in charge in the operation of RGO in their respective campuses.

B. STATEMENT OF DUTIES

The IGP Coordinator is responsible for the following tasks:

1. Reports at least 10 hours a week to the Head of Income Generating Projects at their respective campuses.
2. Identifies new IGPs of their respective campuses and conducts market research.
3. Prepare and present the business plan for the possible IGPs of their respective campuses.
4. Leads the implementation of the approved IGP of their respective campuses.
5. Shall play an active role in driving an entrepreneurial spirit among the students in their respective campuses.
6. Prepare and submit regular/periodic reports to the IGP main.
7. Make recommendations for the improvement of existing IGPs.
8. Implements IGP Policies.
9. Represent their colleges in the development of the University wide policies in the short and long term strategic planning process.
10. Performs other related duties as required by the immediate supervisor.

C. BASIC RELATIONSHIP

The IGP Coordinator reports directly to Executive Director of their respective campuses; Work in close coordination with Resource Generation Director. Reporting to the Vice President for Finance and Resource Generation when necessary.

D. QUALIFICATIONS

The IGP Coordinators should have:

1. With Bachelor’s Degree
2. Locally designated by the Executive Director of their respective campus.
3. With relevant experience in business operation.
**A. JOB SUMMARY**

The Business Planning & Development Officer is responsible for interpreting data, formulating reports and making recommendations based on the daily operations, works with client / stakeholders either internal or external, applies qualitative and quantitative techniques to interpret data and produce substantial recommendations, interacts with University personnel and the public on the technical matters and performs related duties as assigned.

**B. STATEMENT OF DUTIES**

The Business Planning & Development Officer is responsible for the following tasks:

1. Plan, communicate, recommend and implement potential strategies to develop and improve existing procedures and processes in the IGP daily operation under the overall direction and supervision of the Vice President for Resource Generation.
2. Prepare, review and evaluate project proposals.
3. Develop and proactively maintain the IGP website content and format as a communication and resource tool. This will contain relevant information regarding announcements and updates on IGP services offered and sales of merchandise.
4. Brainstorm and deal with daily issues with stakeholders and create a creative or innovative idea or solution.
5. Be responsible for the production of management information, including the compilation, analysis and production of statistical information.
6. Outline workflow processes to increase the efficiency of the IGP operation.
7. Analyze important data related to the operation such as financial documents, operating manuals, operation guides and other pertinent documents.
8. May receive and process information of a confidential nature; such information is maintained in strict confidentiality.
9. Performs other duties of a similar or related level as necessary or assigned.

**C. BASIC RELATIONSHIP**

The Business Planning & Development Officer reports directly to the Vice President for Finance & Resource Generation.

**D. QUALIFICATIONS**

The Business Planning and Development Officer should have:

1. Bachelor’s Degree relevant to the job
2. Career Service Professional or appropriate second level eligibility.
A. JOB SUMMARY

The RGO Accountant analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities within an organization.

B. STATEMENT OF DUTIES

The RGO Accountant is responsible for the following tasks:

1. Prepare the list of the adjusting entries:
   a. Reversal of accruals of receivables;
   b. Cost of Goods sold of Uniforms, Books, Beverages and other merchandise;
2. Update of subsidiary ledgers of various accounts under the Resource Generation Office;
3. Prepare Certificate of Availability of Fund;
4. Prepare accounts receivables and various financial reports related to IGP;
5. Prepare quarterly and annual financial statements;
6. Preparation of Financial Management Reports that maybe required and
7. Performs other duties may assign by the immediate supervisor.

C. BASIC RELATIONSHIP

The RGO Accountant reports directly to the Assistant Officer III. Reporting to the Director for Resource Generation and Vice President for Finance and Resource Generation is needed from time to time.

D. QUALIFICATIONS

The RGO Accountant should have:

1. Board Eligibility under RA 1080.
2. Designated by the University President.
**A. JOB SUMMARY**

Administrative Officer III is responsible for the monitoring and supervision of the Resource Generation income generating projects.

**B. STATEMENT OF DUTIES**

The Administrative Officer III is responsible for the following tasks:

1. Assist the Director for Resource Generation in planning and supervising daily operations of the office.
2. Monitor the status/progress of the office objectives & targets.
3. Monitor the workload of office manpower.
4. Prepare necessary documents/reports needed by the office such as Project proposal, request for budget allocation, cash advance, liquidation, payments.
5. Prepare the data needed for the Strategic/Operational plan of the office.
6. Performs other duties of a similar or related level as necessary or assigned.

**C. BASIC RELATIONSHIP**

The Administrative Officer III reports directly to the Director for Resource Generation. Reporting to the Vice President for Finance and Resource Generation if necessary.

**D. QUALIFICATIONS**

The Administrative Officer III should have:

1. At least college graduate
2. At least with one (1) year experience relevant to the position.
3. Preferably CS Sub-Professional first level
A. JOB SUMMARY

Overall responsible for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.

B. STATEMENT OF DUTIES

The Project Manager is responsible for the following tasks:

1. Generally plan, coordinate, implement and finalize projects according to the specifications and deadlines, all while keeping the project within budget
2. Oversee projects from the planning stage through implementation, testing and reporting
3. Execute the project according to the project plan
4. Create a detailed work plan which identifies and sequences the activities needed to successfully complete the project.
5. Set up files to ensure that all project information is appropriately documented and secured
6. Performs other duties of a similar or related level as necessary or assigned

C. BASIC RELATIONSHIP

The Project Manager reports directly to the Administrative Officer III & Director for Resource Generation.
Reporting to the Vice President for Finance & Resource Generation if necessary.

D. QUALIFICATIONS

The Project Manager should have:

1. At least College Graduate with business course
2. At least with one (1) year of relevant experience
# JOB DESCRIPTION

**Batangas State University**  
**Resource Generation Office**

**JD-RGO-8-2015**  
Revision Code:  
No. of pages: 1

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## A. JOB SUMMARY

The Senior Bookkeeper analyze financial information and prepare financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability, or other financial activities of the office.

## B. STATEMENT OF DUTIES

The Senior Bookkeeper is responsible for the following tasks:

1. Prepare the list of the adjusting entries:
   - Reversal of accruals of receivables
   - Cost of Goods sold of Uniforms, Books, Beverages and other merchandise
2. Update of subsidiary ledgers of various accounts under the Resource Generation Office
4. Preparing and monitoring of budget.
5. Evaluation and analysis of merchandise price.
6. Prepare quarterly and annual financial statements;
7. Preparation of Financial Management Reports that maybe required
8. Performs other duties may assign by the immediate supervisor.

## C. BASIC RELATIONSHIP

The Senior Bookkeeper reports directly to Administrative Officer III. Reporting to the Director for Resource Generation and Vice President for Finance and Resource Generation is needed from time to time.

## D. QUALIFICATIONS

The Senior Bookkeeper should have:

1. At least with 18 units of Accounting subject.
2. At least college graduate
3. At least with one (1) year experience relevant to the position
# JOB DESCRIPTION

## Batangas State University

### Resource Generation Office

**JD**

**RGO**

**9**

**2015**

**Revision Code:**

**No. of pages:** 1

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**Department:** Resource Generation Office

**Subject:** Administrative Assistant III – Storekeeper III

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### A. JOB SUMMARY

Responsible for the safekeeping and monitoring of RGO inventory such as uniforms, books, beverages, University Shops & coffee shop items with supervision of the immediate supervisor.

### B. STATEMENT OF DUTIES

The Storekeeper III is responsible for the following tasks:

1. Receives and inspects all incoming deliveries and reconciles with purchase orders; documents and tracks damages and discrepancies on orders received.
2. Ensure safe keeping both as to quality and quantity of inventory
3. To maintain proper records of inventory
4. To initiate purchase requisitions for the replacement of stock of all items whenever the stock level approaches the minimum limit.
5. Conduct actual inventory counting of merchandise, prepare inventory report and ensure records are reconciled and discrepancies are investigated and resolved.
6. Performs other duties of a similar or related level as necessary or assigned.

### C. BASIC RELATIONSHIP

The Storekeeper III reports directly to the Administrative Officer III Reporting to the Director for Resource Generation and Vice President for Finance and Resource Generation if necessary.

### D. QUALIFICATIONS

The Administrative Assistant III – Storekeeper III should be:

3. Completion of two (2) years studies in college
4. At least with one (1) year experience relevant to the position
## A. JOB SUMMARY

Responsible for the Account Receivables of RGO with supervision of the RGO Senior Bookkeeper.

## B. STATEMENT OF DUTIES

The Accounts Receivable Clerk is responsible for the following tasks:

1. Prepares Billing Statement of all RGO account receivables.
2. Posting of payment to the tenants/ customers subsidiary ledger.
3. Updates receivable by totaling unpaid invoices.
4. Summarize receivables by maintaining invoice account, verifying totals and preparing reports.
5. Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
6. Performs other duties of a similar or related level as necessary or assigned

## C. BASIC RELATIONSHIP

The Accounting Clerk II (Accounts Receivable) reports directly to the Senior Bookkeeper. Reporting to the Resource Generation Director and Vice President for Finance and Resource Generation if necessary.

## D. QUALIFICATIONS

The Administrative Aide VI - Accounting Clerk II should have:

1. Completion of two (2) years studies in college
2. At least with one (1) year experience relevant to the position
A. JOB SUMMARY

Responsible for the Account Payables of RGO with supervision of the RGO Senior Bookkeeper.

B. STATEMENT OF DUTIES

The Accounts Payable Clerk is responsible for the following tasks:

1. Review all invoices for appropriate documentation and approval prior to payment.
2. Maintains subsidiary ledgers by verifying and posting account transactions.
3. Verifies supplier’s accounts by reconciling monthly statements and related transactions.
4. Maintains all accounts payable reports, spreadsheets and RGO accounts payable files.
5. Prepars analysis of accounts as required
6. Consolidate RGO Abstract of Collection (Selling area, University Shop, Alangilan)
7. Performs other duties of a similar or related level as necessary or assigned

C. BASIC RELATIONSHIP

The Accounting Clerk II (Accounts Payable) reports directly to the Senior Bookkeeper. Reporting to the Resource Generation Director and Vice President for Finance and Resource Generation if necessary.

D. QUALIFICATIONS

The Administrative Aide VI- Accounting Clerk II should have:

1. Completed two (2) years studies in College
2. At least with one (1) year experience relevant to the position
Department: Resource Generation Office
Subject: Administrative Aide VI – Buyer II

A. JOB SUMMARY

Responsible for securing quotations or canvass needed by the Office, preparing purchase order and monitoring of requisition status with supervision of the immediate supervisor.

B. STATEMENT OF DUTIES

The Buyer II is responsible for the following tasks:

1. Prepare canvass sheet of RGO requisitions
2. Secure quotations or canvass from suppliers
3. Prepare Abstract of Canvass and secure approvals
4. Prepare Purchase Order and forward the form to Procurement Office for tagging of control number.
5. In charge in the inventory of RGO items such as school uniforms, P.E. Uniforms, ID lace and other items displayed at the selling area.
6. In charge in the graduation picture & yearbook
7. Performs other duties of a similar or related level as necessary or assigned.

C. BASIC RELATIONSHIP

The Buyer II reports directly to the Storekeeper III.
Reporting to the Administrative Officer III & Resource Generation Director if necessary.

D. QUALIFICATIONS

The Administrative Aide VI – Buyer II should be:

1. Completion of two (2) years studies in college
2. At least with one (1) year experience relevant to the position
A. JOB SUMMARY

Responsible for monitoring of RGO Alangilan Operation and collection of payment and remittance of RGO collection to University Cashier.

B. STATEMENT OF DUTIES

The Cash Clerk II is responsible for the following tasks:

1. Monitor & update RGO Main I on the operations of RGO Alangilan such as tenant’s compliance to RGO policy, water refilling production and any concerns related to operations.
2. Collect payments and remit daily collections to Cashiers office
3. Encode ordered data and its corresponding price on IGP system
4. Prepare Alangilan daily Abstract of Collection
5. Perform other duties of a similar or related level as necessary or assigned

C. BASIC RELATIONSHIP

Cash Clerk II reports directly to the Administrative Officer III. Reporting to the RGO cashier, RGO Bookkeeper and Director for Resource Generation if necessary.

D. QUALIFICATIONS

The Administrative Aide VI – Cash Clerk II should have:

1. Completion of two (2) years studies in college
2. At least with one (1) year experience relevant to the position
A. JOB SUMMARY

Assist in monitoring all inventory of RGO with supervision of the immediate supervisor.

B. STATEMENT OF DUTIES

The Storekeeper I is responsible for the following tasks:

1. Performs physical and administrative tasks involved in the delivery, receiving, order fulfillment, storing and distributing of merchandise.
2. Prepare documents pertaining to the payment of merchandise.
3. Compilation of RGO forms from various supplier.
4. Coordinate with IGP Coordinator regarding merchandise order.
5. Maintain records of merchandise received and reject unsatisfactory items.
7. Performs other duties of a similar or related level as necessary or assigned.

C. BASIC RELATIONSHIP

The Storekeeper I reports directly to the Storekeeper III Reporting to the Administrative Officer III and Director for Resource Generation if necessary.

D. QUALIFICATIONS

The Administrative Aide IV – Storekeeper I should be:

1. Elementary School graduate
A. JOB SUMMARY

The Waiter II- Barista is responsible for serving all products with friendly, individualized attention towards each customer. He/she is also responsible for educating customers about the premium coffees and teas.

B. STATEMENT OF DUTIES

The Barista is responsible for the following tasks:

1. Deliver excellent customer service.
2. Verbally receives and calls back customer orders in a friendly manner.
3. Report all customer complaints to manager on duty.
4. Responds proactively to meet customer satisfaction.
5. Keep up to date with current promotions and new products.
6. Weighs, grinds and packs coffee per customers’ order according to standard measurement.
7. Speak with the customer to ensure that they are satisfied.
8. Conduct daily inventory
9. Sells miscellaneous food item to customer.
10. Performs other duties of a similar or related level as necessary or assigned.

C. BASIC RELATIONSHIP

The Waiter II (Barista) reports directly to Project Manager. Reporting to the Administrative Officer III and Resource Generation Director if necessary.

D. QUALIFICATIONS

The Administrative Aide IV – Waiter II should be:

1. Preferably College graduate
2. With experience at least 6 months on the same business
3. With knowledge in HACCP (Hazard Analysis & Critical Control Points)
## JOB DESCRIPTION

**Batangas State University**  
**Resource Generation Office**

**Department:** Resource Generation Office  
**Subject:** Administrative Aide III – Clerk I  
**Effectivity:**

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### A. JOB SUMMARY

Assist the Project Manager on the completion & operation of the project assigned.

### B. STATEMENT OF DUTIES

The Clerk I is responsible for the following tasks:

1. Assist on the selling daily operation such as fitting, encoding and releasing of RGO merchandise.
2. Assist in actual inventory
3. Assist in preparing reports needed by the immediate supervisor.
4. Performs other duties of a similar or related level as necessary or assigned

### C. BASIC RELATIONSHIP

The Clerk I reports directly to the Project Manager, Reporting to the Administrative officer III and Director for Resource Generation if necessary.

### D. QUALIFICATIONS

The Administrative Aide III – Clerk I should have:

1. Completed two (2) years studies in College
2. At least with one (1) year experience relevant to the position
## A. JOB SUMMARY

To serve as a messenger between the work units, other interoffice staff and external offices. Authorized to purchased immediate requirement of the office.

## B. STATEMENT OF DUTIES

The Messenger II is responsible for the following tasks:

1. Sort, deliver and pick up documents from various offices on the premises at regular intervals.
2. Record information such as documents received, delivered and recipients responses to messages.
3. Support the team by providing minor clerical support as requested, including preparing, copying, collating, binding and filing as instructed.
4. Pick up & deliver items to suppliers.
5. Purchase immediate requirement of the office.
6. In charge in monitoring of 5 gallons water order & delivery in Campus main I.
7. Performs other duties of a similar or related level as necessary or assigned.

## C. BASIC RELATIONSHIP

The Messenger II reports directly to the Administrative Officer III. Reporting to the Resource Generation Director if necessary.

## D. QUALIFICATIONS

The Administrative Aide II- Messenger II should have:

1. At least high school graduate
2. At least with experience relevant to the position
## A. JOB SUMMARY

The Office Utility Worker performs a variety of diversified duties including but not limited to delivery and unskilled maintenance repair work; May involve receipt and distribution of RGO merchandise with general supervision of the immediate supervisor.

## B. STATEMENT OF DUTIES

The Office Utility Worker I is responsible for the following tasks:

1. Assist in receiving deliveries of RGO merchandise.
2. Assist in monitoring of inventories and supplies.
3. Assist in releasing of RGO merchandise.
4. Performs other duties of a similar or related level as necessary or assigned.

## C. BASIC RELATIONSHIP

The Office Utility Worker reports directly to Administrative Office III. Reporting to the Director for Resource Generation if necessary.

## D. QUALIFICATIONS

The Administrative Aide I – Office Utility Worker I should be:

1. Elementary School graduate
This Procedures Manual is for Resource Generation Personnel and supersedes all previous editions. All RGO employees are subject to the terms and conditions of this Procedures Manual.

This manual provides policies and procedures to establish a standard that guides how the Office runs and handles the daily operations.
1.0 Objective
- To define specific guidelines on requisition and distribution of uniform and processing of the same and make available quality products within a reasonable period.

2.0 Scope
This policy shall apply to all school & P.E. uniform procurement based on requirements of Batangas State University Main Campus & Extension Offices

3.0 Definition of Terms
1. VPFRG – Vice President for Finance and Resource Generation
2. Purchase Order – is a commercial document and first official offer issued by a buyer to a seller, indicating types, quantities, and agreed prices for products or services.
3. PORF – Pull out Request Form
4. BAC – Bids and Awards Committee
5. BOR – Board of Regents
6. Bidding – is an offer (often competitive) of setting a price one is willing to pay for something or a demand that something be done.
7. Project Proposal – is a type of business proposal that delineates the objection of a proposed endeavor together with the steps necessary to accomplish the objective.

4.0 Procedure

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</thead>
<tbody>
<tr>
<td>Auxiliary Services Director</td>
<td>Review Project Proposal</td>
<td>Recommending Approval: VPFRG Approval – President/ Authorized Official</td>
</tr>
<tr>
<td>VPFRG / President</td>
<td>Bidding</td>
<td>Please refer to attached BAC Bidding Process</td>
</tr>
<tr>
<td>BAC Office</td>
<td>Approved?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>Procurement Office</td>
<td>Procurement</td>
<td>Please refer to attached Procurement Process</td>
</tr>
</tbody>
</table>

---

3. www.inc.com
Delivery should be tally to Purchase Order issued to Supplier. Witness is required during acceptance of delivery for counter checking of the quantity. Random checking should be performed for quality of the delivery.

Reasons of returning delivery:
1. Defective
2. Wrong specification

**Refer to Steps on Selling Uniforms**
RGO – 2014 – 02
RGO – 2014 – 03

**Refer to Pull out process**
RGO – 2014 – 04

- Actual Inventory should be conducted every end of the month.
- Submission of Report should be every 10th day of the following month.
- The report should be tally with total delivery less actual sales.
- Report should be signed by RGO Staff who conducted actual inventory; Storekeeper III who witnessed & prepared the report & Senior Bookkeeper who reviewed the report.

- See attached Sample of Monthly Inventory report

- Sales Report should be submitted every quarter. Deadline of submission is every 15th day of the succeeding month after the covered quarter.
  Example: Covered Quarter - July to September. Deadline of Submission: October 15
- The Quarterly Sales Report should be prepared by RGO Staff, verified by RGO Accountant/ Senior Bookkeeper and Reviewed by Administrative Officer III / Director for Resource Generation.

- Processing of payment will be after completion of delivery
- RGO Staff will forward all Delivery Receipts to property office for preparation & approval of Inspection and Acceptance Report.
- Director for Resource Generation will sign on the Inspection & Acceptance Report for acceptance of the delivery and Property Assistant Director / Director for acknowledging the inspection of the delivery.
**Section:** RESOURCE GENERATION OFFICE  
**Date Effective:** October 1, 2014

**Subject:** UNIFORM REQUISITION AND DISTRIBUTION PROCESS

---

### 5.0 Records

<table>
<thead>
<tr>
<th>Record</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Approved Project Proposal</td>
</tr>
<tr>
<td>2.</td>
<td>Bidding Result &amp; supporting documents</td>
</tr>
<tr>
<td>3.</td>
<td>Purchase Order Detailed Report</td>
</tr>
<tr>
<td>4.</td>
<td>Monthly Inventory Report</td>
</tr>
<tr>
<td>5.</td>
<td>Quarterly Sales Report</td>
</tr>
<tr>
<td>6.</td>
<td>Delivery Receipts/Sales Invoice submitted to Property Office</td>
</tr>
<tr>
<td>7.</td>
<td>Pull Out Request form (if applicable)</td>
</tr>
<tr>
<td>8.</td>
<td>Inspection &amp; Acceptance Report</td>
</tr>
<tr>
<td>9.</td>
<td>Copy of audited voucher</td>
</tr>
</tbody>
</table>

---

**Diagram:**

- **Procurement**
  - Preparation of voucher
  - Certification & approval of voucher
  - Audit

- **Accounting**
  - Preparation/ signing of check
  - Issuance of check
  - Post Evaluation

- **Cashier**
  - Signatories on voucher:
    - For Certification: For Php 50,000.00 below – Finance Assistant Director
    - For Php 50,001.00 above – Finance Director
    - For Approval: Vice President for Finance & Resource Generation
  - Verification of all documents submitted. Internal Auditor will chap and sign on the voucher as marked that the documents was already audited.
  - Signatories on check:
    - For Php 100,000.00 below – Vice President for Finance & Resource Generation
    - For Php 100,001.00 Above – President / Authorized Official

- **After the completion of the project. The project team should conduct post evaluation of the overall output of the project.**

- **The Project team is composed of:**
  1. VPF RG
  2. Director for Resource Generation
  3. Administrative Officer III
  4. RGO Accountant
  5. RGO Staff – In charge on the project
1.0 Objective  
-To define specific guidelines on selling and issuance of school & P.E. uniform

2.0 Scope  
This policy shall apply to Uniform Customer of Batangas State University Main Campus I, II and Annex.

3.0 Definition of Terms  
1. Queuing management system - used to control queues. Queues of people form in various situations and locations in a queue area.¹
2. Order Slip - The document, bill or invoice which shows the details of your order: item, item number, size, color, amount (how many you ordered) price, shipping instruction, etc.²

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>Posting of available stocks</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Issuance of number &amp; Order Slip</td>
<td>Customer should check available stocks posted on RGO bulletin/ window before getting number to the queuing machine.</td>
</tr>
<tr>
<td>Customer / RGO Staff</td>
<td>Fill-up Order slip</td>
<td>Customer should wait until the number is called. The Office can transact a maximum of 450 customers.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Fitting of Uniform</td>
<td>Once the number was called, the customer will fit the uniform and RGO Staff should verify if the size is fitted.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Stocks Available?</td>
<td>Encode the size of the fitted uniform to the order slip</td>
</tr>
<tr>
<td>RGO Encoder</td>
<td>Encoding of order</td>
<td>Once the number was called, The customer should proceed to the assigned encoder for encoding of order.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Payment of Order</td>
<td>Once the number was called, customer should proceed to the cashier for payment.</td>
</tr>
</tbody>
</table>
| RGO Staff            | Releasing of order          | Steps before releasing the item:  
|                      |                              | 1. Ask the Official receipt & order slip for verification of order & payment, |
|                      |                              | 2. Check the item if tally with the order slip |
|                      |                              | 3. Stamp the receipt & order slip with “CLAIMED” as proof of customers’ acceptance of item |

5.0 Records:  
1. Order Slip  
2. Official Receipt

¹ https://en.wikipedia.org/wiki/Queue_management_system  
² http://www.answers.com/Q/What_is_order_slip
1.0 Objective

-To define specific guidelines on Ordering & Distribution of RGO Merchandise to Extension Offices

2.0 Scope

This policy shall apply to all Merchandise Order request of Extension Offices

3.0 Definition of Terms

1. Delivery Receipts - A document that is typically signed by the receiver of a shipment to indicate that they have in fact received the item being shipped and have taken possession of.
2. Trip Ticket - a ticket entitling a passenger to travel to his destination and back again

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGP Coordinator</td>
<td>Submit Letter of Order</td>
<td>Letter should be address to Director for Resource Generation.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Checking of Order</td>
<td>Checking of stock availability, quantity of order and date stocks needed.</td>
</tr>
<tr>
<td>Director for Resource Generation</td>
<td>Approval of Order</td>
<td>Criteria in accepting orders: 1. Lead time/Timeline 2. With stocks available 3. Request should be approved by the Executive Director of their respective campuses.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Schedule of Delivery/Pick up</td>
<td>Schedule of Delivery depends on the availability of stocks and approval of trip ticket</td>
</tr>
<tr>
<td>Director for Resource Generation / General Services Representative</td>
<td>Requesting for Trip Ticket</td>
<td>Reasons for pick up orders: 1. Small quantity of order 2. Extension offices representative has schedule at the University Main. 3. Urgency of order.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Delivery of Items</td>
<td>There should be an approved trip ticket before delivery.</td>
</tr>
</tbody>
</table>

1 http://www.businessdictionary.com/definition/delivery-receipt.html#ixzz3BIQ3mZKk
Subject: STEPS ON ORDERING & DISTRIBUTION OF RGO MERCHANDISE (FOR EXTENSION OFFICES)

5.0 Records:
1. Approved Request letter
2. Delivery receipts

RGO Staff

Issuance of Items

Accept? [Y/N]

Accept?

Return the items

Replace the item

Issuance of Delivery receipts

Acceptance of Order

END

Actual Counting & checking of items

Witness is required upon actual counting for verification of the quantity. Authorized witness should be from RGO Main.

Reasons for not accepting orders:
1. Defective
2. Wrong item

Delivery Receipt should be signed by the requestor and file after the transaction.
1.0 Objective
- To define specific guidelines on actual pull out of stocks to Extension Offices

2.0 Scope
This policy shall apply to all RGO Merchandise from Extension Offices subject for Pull out.

3.0 Definition of Terms
1. Trip ticket - a ticket entitling a passenger to travel to his destination and back again
2. PORF – Pull out Request Form

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>IGP Coordinator / RGO staff</td>
<td>Received / Forwarded pull-out request</td>
<td>IGP Coordinator or RGO Main office should send letter requesting for merchandise pull-out</td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request trip ticket</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sell the uniform</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Services Director / HR Office</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pull out schedule</td>
<td></td>
</tr>
<tr>
<td></td>
<td>End</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>IGP Coordinators</td>
<td>Fill up of Pull out Request Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>See attached sample of Pull out Request Form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RGO Staff / IGP Coordinators</td>
<td>Actual counting of stock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Witness is required upon actual counting for verification of the quantity. Authorized witness should be from RGO Main.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RGO Staff / Authorized Witness</td>
<td>Acceptance of items</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pull out Request Form should be signed by representative who returns the items, who received the items and the one who witness the actual counting.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>RGO Staff</td>
<td>Account the stock</td>
</tr>
<tr>
<td></td>
<td></td>
<td>The stock is either for disposal, additional inventory or subject for Suppliers pull-out.</td>
</tr>
<tr>
<td></td>
<td>End</td>
<td></td>
</tr>
</tbody>
</table>

5.0 Records
1. Letter of Pull out Request
2. Pull out Request Form

---

### 1.0 Objective
- To define specific guidelines on accreditation of Supplier.
- To monitor credibility of the Supplier status

### 2.0 Scope
This policy shall apply to all Supplier of Resource Generations Office.

### 3.0 Definition of Terms
1. Accreditation - Certification of competence in a specified subject or areas of expertise, and of the integrity of an agency, firm, group, or person, awarded by a duly recognized and respected accrediting organization.

### 4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier</td>
<td>Start</td>
<td>Fill up Accreditation Form</td>
</tr>
<tr>
<td>Supplier</td>
<td></td>
<td>Submit the Accreditation Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Evaluate the Application</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pass?</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Y</td>
<td>Submit Letter of request for approval</td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>Inform Supplier regarding status</td>
</tr>
<tr>
<td>Director for Resource Generation / Vice President for Finance &amp; Resource Generation</td>
<td></td>
<td>Approval of request</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Completion of the lacking requirement</td>
</tr>
<tr>
<td>RGO Staff</td>
<td></td>
<td>Inform the Supplier</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Add to Master list of Supplier</td>
</tr>
<tr>
<td>RGO Staff</td>
<td></td>
<td>End</td>
</tr>
</tbody>
</table>

See attached sample of Accreditation Form (RGO-SAF-2014/Rev.0)

Accreditation is valid for maximum of one (1) year only. Supplier should undergo evaluation for renewal of accreditation within first quarter of the year.

Criteria for accepting Supplier’s application for Accreditation:
1. Submitted complete valid documents
2. Passed the background checking of the company
3. Passed BAC eligibility check (if included in any bidding)
4. Site / Office Visitation

Letter should includes the following:
1. Company background
2. Evaluation result
3. Recommendation

Address letter to/for:
Recommending approval – Director for Resource Generation
Approval – Vice President for Finance & Resource Generation

All approved supplier should included on the Master List of Supplier.

### 5.0 Records
1. Suppliers Accreditation Form with supporting documents
2. Master List of Supplier

---

http://www.businessdictionary.com/definition/accreditation.html#ixzz3C32Brkg5
1.0 Objective
- To define specific guidelines on requisition and distribution of books and processing of the same and make quality books available within a reasonable period.

2.0 Scope
This policy shall apply to all consigned books based on the approved textbooks to be used by the students of Batangas State University Main Campus & Extension Campuses.

3.0 Definition of Terms
1. VPFRG – Vice President for Finance and Resource Generation
2. ALOBS – allotment of obligation slip
3. Consignment agreement - is a contract where the owner of goods turns them over to a seller (such as a store) who will attempt to sell the goods.
4. Inventory - A company's merchandise, raw materials, and finished and unfinished products which have not yet been sold.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>Received approved list of books</td>
<td>Content of approved list of books: 1. List of recommended books with book title and author. 2. Chairman of book committee or Head of Colleges will be the one to request for the approval of list of books to purchase. 3. Request letter should be noted by the Over-all Chairman of Book committee or Head of Colleges 4. Request letter should be approved by Vice President for Academic affairs.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Identify the Supplier</td>
<td>Accredited Supplier must be included on the Master list of Supplier. Please refer to Suppliers Accreditation Process (RGO-2014-05)</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Accredited?</td>
<td>Please see attached Consignment Agreement</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Preparation &amp; approval of Consignment Agreement</td>
<td>Reason of non-approval of Consignment Agreement: 1. Incomplete Details 2. Wrong Computation or spelling 3. Lacking of supporting document</td>
</tr>
<tr>
<td>VPFRG / RGO Staff</td>
<td>Signing &amp; Issuance of Consignment Agreement</td>
<td>Consignment Agreement must be signed both by Publisher/Supplier Authorized Representative and Batangas State University Vice President for Finance &amp; Resource Generation.</td>
</tr>
</tbody>
</table>

Delivery should be tally with Consignment Agreement issued to Supplier. Witness is required during acceptance of delivery for counter checking of the quantity. Random checking should be performed for quality of the delivery.

Reasons of returning delivery:
1. Defective
2. Wrong specification

Please refer to Selling of Books Procedure (RGO-2014-07), Selling to Extension office (RGO-2014-03)

Please refer to Pull out process (Extension Offices) (RGO – 2014-04)

- Actual Inventory should be conducted every end of the month.
- Submission of Report should be every 10th day of the succeeding month.
- The report should be tally with total delivery less actual sales.
- Report should be signed by RGO Staff who conducted actual inventory; Storekeeper III who witnessed & audited the report & Senior Bookkeeper who reviewed the report.
- See attached Sample of Monthly Inventory report

- Sales Report should be submitted every end of selling period. Deadline of submission is every 15th day of the succeeding month after the covered selling period.
  Example: Covered Selling period: June 5 – Aug 30. Deadline of Submission: September 15
- Sales Report should be prepared by Storekeeper III, checked & verified by Senior Bookkeeper

Refer to Suppliers Stocks Pull out process (RGO-2014-09)

- Payment request should be prepared by the Director for Resource Generation and Recommended for Approval by Vice President for Finance & Resource Generation and Approved by the President/Authorized Official.
- Processing of payment will be after completion of delivery
- Attached the Sales Invoice to the payment request.
**Subject:** BOOKS REQUISITION AND DISTRIBUTION PROCESS

**Section:** RESOURCE GENERATION OFFICE

**Date Effective:** October 1, 2014

**Revision Code:** 1

---

**Director for Resource Generation**

- Request for ALOBS
  - Preparation of voucher
    - Certification & approval of voucher
      - Audit
        - Preparation / signing of check
          - Issuance of check

**Auxiliary Services Director**

- Should sign on the ALOBS

**Signatories on voucher:**

- For Certification:
  - For Php 50,000.00 below – Finance Assistant Director
  - For Php 50,001.00 above – Finance Director

- For Approval:
  - Vice President for Finance & Resource Generation

**Signatories on check:**

- For Php 100,000.00 below – Vice President for Finance & Resource Generation
- For Php 101,001.00 Above – President / Authorized Official

**After the completion of the project:**

- The project team should conduct post evaluation of the overall output of the project.
- The Project team is composed of:
  1. VPFRG
  2. Auxiliary Services Director
  3. IGP Assistant Director
  4. RGO Accountant
  5. RGO Staff – In charge on the project

**5.0 Records**

- Approved List of Books
- Consignment Agreement
- Pull out Request Form (if applicable)
- Copy of Delivery Receipt & Sales Invoice
- Monthly Inventory Report
- Sales Report
- Signed payment request
- Copy of audited voucher
- Post Evaluation Report
1.0 Objective
-To define specific guidelines on selling and issuance of books.

2.0 Scope
-This policy shall apply to all Batangas State University book clients excluding extension campuses.

3.0 Definition of Terms
1. Order Slip - The document, bill or invoice which shows the details of your order: item, item number, size, color, amount (how many you ordered) price, shipping instruction, etc.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>Posting of available books</td>
<td>Customer should check available stocks posted on RGO bulletin/window before requesting number.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Issuance of number &amp; order slip</td>
<td>Customer should wait until the number is called. The Office can transact a maximum of 450 customers.</td>
</tr>
<tr>
<td>Customer</td>
<td>Fill-up of order slip</td>
<td>See attached Sample Order Slip</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Encoding of Order</td>
<td>Once the number was called, The customer should proceed to the assigned encoder for encoding of order.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Update posting of available books</td>
<td>Once the number was called, customer should proceed to the cashier for payment.</td>
</tr>
</tbody>
</table>
| Customer   | Payment | Steps before releasing the item: 
1. Ask the Official receipt & order slip for verification of order & payment, 
2. Check the item if tally with the order slip
Stamp the receipt & order slip with “CLAIMED” as proof of customers’ acceptance of item |
| RGO Staff  | Releasing of order | |

5.0 Records:
1. Order Slip

1 http://www.answers.com/Q/What is order slip
1.0 Objective
- To define specific guidelines on requesting supplies limited to Resource Generation Office only.

2.0 Scope
This policy shall apply to all RGO office supplies requisition.

3.0 Definition of Terms
1. Requisition Form - an official form on which a request is made.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>START</td>
<td>See attached sample of supplies requisition form (SRF)</td>
</tr>
<tr>
<td></td>
<td>Fill-up requisition form</td>
<td>Request for supplies will be every first Monday of the month unless otherwise the supplies is immediately needed and not included on the requested supplies.</td>
</tr>
</tbody>
</table>
| IGP Assistant Director / Auxiliary Services Director | Approval of Request | Criteria for approval of Request:
|                        | Approved?                         | 1. Complete details on SR form                                           |
|                        | Y                                 | 2. Validity of request purpose.                                         |
|                        | N                                 | 3. Urgency of item (if not included on the monthly request)              |
| RGO Accountant         | Encoding of control number        | For monitoring of expense, All SRF should have control number to be issued by RGO Accountant. Transactions without control number will not be honored by the Office. |
| RGO Accountant         | Consolidation of requested items  | RGO Accountant will forward controlled SRF to RGO staff in charge in supplies. |
| RGO Accountant         | Forwarding of SRF                 | Requestor should countersign on the SRF as proof of acceptance of supplies. |
| RGO Staff              | Issuance of items                 | RGO staff should stamp SR's "Issued" once the supplies was already released. |
| RGO Staff              | Acceptance of items               | All closed SR with stamped by the authorized RGO staff should be forwarded to RGO Accountant for monitoring of expense. |
| RGO Staff              | Stamping of SRF                   |                                                                         |

5.0 Records
1. Requisition Form
3. Copy of Receipts (for item purchase)

---

1 http://www.ask.com/question/what-is-a-requisition-form
1.0 Objective - To define specific guidelines on actual Suppliers pull out of stocks

2.0 Scope This policy shall apply to all books consigned by Resource Generation Office

3.0 Definition of Terms 1. PORF – Pull Out Request Form

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>Informing the Supplier</td>
<td>RGO Staff should notify /advise supplier 15 days before end of selling period regarding pull out of the remaining stocks.</td>
</tr>
<tr>
<td>RGO Staff/ Supplier</td>
<td>Schedule of Pull out</td>
<td>Pull out is allowed 15 days after selling period otherwise, Supplier will be charged storage fee equivalent to 5% per month of the total amount of unsold books.</td>
</tr>
<tr>
<td>RGO Staff/ Supplier</td>
<td>Filling up of Pull out Request Form</td>
<td>See attached sample of Pull out Request Form</td>
</tr>
<tr>
<td>RGO Staff/ RGO Authorized Witness/Supplier</td>
<td>Actual Counting of Books</td>
<td>Actual counting should be done in front of the supplier. Authorized witness should be from RGO Main.</td>
</tr>
<tr>
<td>RGO Staff/ RGO Authorized Witness/Supplier</td>
<td>Signing of PORF</td>
<td>Pull out Request Form should be signed by representative who returned the items, who received the items and the one who witnessed the actual counting.</td>
</tr>
<tr>
<td>Supplier</td>
<td>Pull out of stocks</td>
<td>Pull out of stocks should be the same day after actual counting.</td>
</tr>
</tbody>
</table>

5.0 Records

1. Pull out Request Form
**1.0 Objective**

- To define specific guidelines on Canteen Tenant Application

**2.0 Scope**

This policy shall apply to all applicants who submitted letter of intent.

**3.0 Definition of Terms**

1. **Letter of Intent** - a document outlining the general plans of an agreement between two or more parties before a legal agreement is finalize.
2. **Contract** – A legal document between parties that clearly spells out just what is expected and required of each party.
3. **Policy** - a set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization, a government, or a political party.

**4.0 Procedure**

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant / RGO Staff</td>
<td>Submission of Letter of Intent</td>
<td>Letter should address to the President thru Vice President for Finance &amp; Resource Generation.</td>
</tr>
<tr>
<td>Applicant</td>
<td>Fill up application form</td>
<td>See attached sample of Application Form for Canteen Tenant</td>
</tr>
<tr>
<td>Applicant / RGO Staff</td>
<td>Submit Form</td>
<td></td>
</tr>
<tr>
<td>Director for Resource Generation</td>
<td>Evaluation of application</td>
<td>Criteria for evaluation:</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Actual Measurement of Area</td>
<td>1. Availability of the space requested.</td>
</tr>
<tr>
<td>Director for Resource Generation / Vice President for Finance &amp; Resource Generation / University President</td>
<td></td>
<td>2. Not exceeding on the allowable number of same product vendor. (Maximum of 2 same product vendor is allowed per area)</td>
</tr>
<tr>
<td>Legal Office / Tenant / University President</td>
<td></td>
<td>3. Food tasting / food sampling</td>
</tr>
<tr>
<td>Tenant / RGO Staff</td>
<td></td>
<td>4. Pass the food safety and sanitation guidelines.</td>
</tr>
<tr>
<td></td>
<td>Signing of Contract</td>
<td>*monthly rental bill is exclusive of electricity &amp; water bill.</td>
</tr>
<tr>
<td></td>
<td>Submission of Required documents</td>
<td>* rate may change without prior notice</td>
</tr>
<tr>
<td></td>
<td>Start of Operation</td>
<td>Authorities for approval of application</td>
</tr>
<tr>
<td></td>
<td>End</td>
<td>1. Evaluated by Auxiliary Services Director</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Recommended for approval by Vice President for Finance &amp; Resource Generation</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Approved by the university President</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tenant &amp; University President/Authorized Official will sign on the contract.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Applicant is required to pay 1 month advance &amp; 1 month deposit.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Required documents:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. DTI</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Business permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Zoning Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Barangay Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Bureau of Fire Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. Sanitary Permit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. Medical Certificate / card of food handler</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. Environmental Compliance Certificate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>9. Additional requirements maybe submitted if necessary.</td>
</tr>
</tbody>
</table>

---

### 5.0 Records

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<th></th>
</tr>
</thead>
</table>

Tenant should comply on the RGO canteen policies & guidelines.
1.0 Objective - To define specific guidelines on implementing strict policy on billing and payment of tenants.

2.0 Scope This policy shall apply to all canteen tenants from issuance of billing statement up to settlement of payment.

3.0 Definition of Terms

1. Billing Statement – (or simply statement) lists the charges that a customer has accumulated over a period of time.
2. Default – failure of a debtor to meet principal or interest payment on a debt at the due date.
3. Policy - a set of ideas or a plan of what to do in particular situations that has been agreed to officially by a group of people, a business organization, a government, or a political party.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>Issue Issuance of Billing Statement</td>
<td>Issuance of Billing Statement is every 15th of the covered billing period. (Ex: Billing Period: June 1-30, issuance of BS is every June 15)</td>
</tr>
<tr>
<td>Tenant/ RGO cashier</td>
<td>Payment</td>
<td>Due date of payment is every 7 days of the succeeding month (Ex: Billing Period: June 1-30, due date is July 7.) Payment for utility should be paid at the University cashier.</td>
</tr>
<tr>
<td>RGO cashier</td>
<td>Issuance of Official Receipt</td>
<td>In case the tenant fails to settle the account on or before the due date, RGO will sub charge the tenant equivalent to 5% of the monthly rental fee and will send Statement of Account including the sub charges payable immediately.</td>
</tr>
<tr>
<td>RGO Accountant</td>
<td>Continue Operation</td>
<td></td>
</tr>
<tr>
<td>Tenant</td>
<td>Issuance of statement of account including the sub charges</td>
<td></td>
</tr>
<tr>
<td>RGO Accountant</td>
<td>Issuance of Demand letter</td>
<td>See attached Canteen Policy for the sanction under default payment.</td>
</tr>
<tr>
<td>Director for Resource Generation / Administrative Officer III/ Tenant</td>
<td>Stop Operation</td>
<td>RGO will use the 1 month advance &amp; 1 month deposit of the tenant as payment for the 2 consecutive default payments.</td>
</tr>
</tbody>
</table>

5.0 Records

1. Copy of Billing Statement
2. Copy of Statement of Account
3. Copy of Demand Letter

1 http://support.quickbooks.intuit.com/support/pages/inproducthelp/core/qb2k12/contentpackage/glossary/glossary_billstmt.html?QBSRequestNoNav=true
2 http://www.allbusiness.com/glossaries/default/4952647-1.html
3 http://dictionary.cambridge.org/dictionary/english/policy
Section: RESOURCE GENERATION OFFICE
Subject: BILLING PROCESS FOR CANTEEN TENANT
1.0 Objective - To define specific guidelines on proposal of Student Personal Accident Insurance up to payment to Insurance Company

2.0 Scope This policy shall apply to all students of Batangas State University

3.0 Definition of Terms
1. Accident Insurance - is an insurance against bodily injury or death because of an accident.¹
2. Memorandum of Agreement (MOA) - also known as a memorandum of understanding, is a formal business document used to outline an agreement made between two separate entities, groups or individuals.²

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Director for Resource Generation</td>
<td>Review Project Proposal</td>
<td></td>
</tr>
<tr>
<td>VPFRG / President</td>
<td>Approved?</td>
<td>Recommending Approval: VPFRG Approval – President/ Authorized Official</td>
</tr>
<tr>
<td>BAC Office</td>
<td>Bidding</td>
<td>Please refer to attached BAC Bidding Process</td>
</tr>
<tr>
<td>Legal Office</td>
<td>Approved?</td>
<td></td>
</tr>
<tr>
<td>Insurance Authorized Representative / University President or Authorized Official</td>
<td>Preparation of Memorandum of Agreement</td>
<td>MOA should be signed by Insurance Authorized Representative and University President/ Authorized Official.</td>
</tr>
<tr>
<td>Insurance Company</td>
<td>Signing of Memorandum of Agreement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Issuance of Insurance Policy</td>
<td></td>
</tr>
</tbody>
</table>

¹ [http://definitions.uslegal.com/a/accident-insurance/](http://definitions.uslegal.com/a/accident-insurance/)
² [http://definitions.uslegal.com/m/memorandum-of-agreement/](http://definitions.uslegal.com/m/memorandum-of-agreement/)
## Section: RESOURCE GENERATION OFFICE

### Date Effective: October 1, 2014

#### Subject: STUDENT PERSONAL ACCIDENT INSURANCE REQUEST PROCESS

**5.0 Records**

1. Insurance Policy
2. Memorandum of Agreement
3. Copy of Payment Request
4. Copy of approved Voucher
5. Post Evaluation Report

---

**Diagram: Student Personal Accident Insurance Request Process**

- **Director for Resource Generation**
  - Request for Payment
  - Request for ALOB
  - Preparation of voucher
  - Certification & approval of voucher
  - Audit
  - Preparation / signing of check
  - Issuance of check
  - Post Evaluation

**Notes:**

- Payment request should be requested by the Director for Resource Generation and Recommended for Approval by Vice President for Finance & Resource Generation and Approved by the President/Authorized Official.
- Director for Resource Generation should sign on the ALOB
- Signatories on voucher:
  - For Certification: For Php 50,000.00 below – Finance Assistant Director
  - For Php 50,001.00 above – Finance Director
  - For Approval: Vice President for Finance & Resource Generation
- Verification of all documents submitted. Internal Auditor will stamp and sign on the voucher as a mark that the documents were already audited.
- Signatories on check:
  - For Php 100,000.00 below – Vice President for Finance & Resource Generation
  - For Php 101,001.00 above – President / Authorized Official
- After the completion of the project, the project team should conduct post evaluation of the overall output of the project.
- The Project team is composed of:
  1. VPFRG
  2. Auxiliary Services Director
  3. IGP Assistant Director
  4. RGO Accountant
  5. RGO Staff – in charge on the project
1.0 Objective - To define specific guidelines on process of claiming student accident insurance

2.0 Scope - This policy shall apply to all students of Batangas State University who will claim student accident insurance

3.0 Definition of Terms

1. Accident Insurance - is an insurance against bodily injury or death because of an accident.
2. Insurance Claim - Notification to an insurance company requesting payment of an amount due under the terms of the policy.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Claimant / Claimant Representative</td>
<td>Informing RGO Staff</td>
<td>Please see attached list of documents required in claiming insurance.</td>
</tr>
<tr>
<td></td>
<td>Filling up of Insurance Claim Form &amp; completion of supporting documents needed.</td>
<td>RGO Staff should check &amp; verified if the documents submitted were complete and valid.</td>
</tr>
<tr>
<td>RGO Staff / Claimant / Claimant Representative</td>
<td>Submission of claimant’s documents</td>
<td>RGO staff will send the documents thru courier to Insurance Company, the following day after submission.</td>
</tr>
<tr>
<td>Claimant / Claimant Representative</td>
<td>Checking of submitted documents</td>
<td>The Insurance Company lead time on processing claims is at minimum of 2 weeks and at maximum of 60 days depends on the insurance company Audit evaluation.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td></td>
<td>Insurance Company sends the check thru Courier.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Complete?</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Sending documents to Insurance Company</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Return the documents &amp; inform the claimant of the lacking requirement</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Follow up Insurance Company on the status of claim</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Receipt of Insurance Check</td>
<td></td>
</tr>
</tbody>
</table>

1 http://definitions.uslegal.com/a/accident-insurance/
2 http://www.investorwords.com/2514/insurance_claim.html#ixzz3DRVOjI5V
Subject: INSURANCE CLAIM PROCESS

5.0 Records

1. Documents required in claiming insurance
2. Courier Receiving copy
3. Logbook
4. Copy of check

B

Informing Claimant on availability of check

Claiming of Check

Signing at logbook

END

Inform the claimant on the availability of check and the schedule of pick-up.

Upon claiming of check the claimant or representative should have the following:
1. University Identification card of the Student
2. Valid identification card of the representative
3. Authorization letter to claim

RGO Staff should log the name of claimant, name of person who get the check, check number, amount of check and date of release.
Claimant / Representative should sign on the logbook upon claiming the check.
1.0 Objective
-To define specific guidelines on ordering and distribution of Yearbook

2.0 Scope
This policy shall apply voluntarily to graduating students who will order yearbook

3.0 Definition of Terms
1. Yearbook – A documentary, memorial or historical book published every year, containing information about the previous year.
2. IAR – Inspection and Acceptance Report

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students / RGO Staff / Encoder / Cashier</td>
<td>Students ordering of yearbook</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Summarize number of order</td>
<td></td>
</tr>
<tr>
<td>IGP Assistant Director</td>
<td>Preparation of project Proposal</td>
<td></td>
</tr>
<tr>
<td>BAC Office</td>
<td>Bidding Process / Philgeps</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Approved?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>A</td>
</tr>
<tr>
<td></td>
<td>Procurement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>C</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delivery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inspection &amp; Acceptance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Accept?</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Y</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td>Return the delivery</td>
<td></td>
</tr>
<tr>
<td></td>
<td>N</td>
<td>C</td>
</tr>
</tbody>
</table>

- Ordering period starts every mid of April & ends every 30th of October
- Students who will get yearbook should fill up order slip and give copy to encoder for encoding of order and proceed to cashier for payment
- RGO Staff will summarize the number of students who paid to identify total number of order and create master list of order
- Refer to Bidding process if P 500,000.00 above. Philgeps if P 50,000.00 to P 499,999.00
- Refer to Procurement Process
- Delivery should be tally to Purchase Order issued to Supplier
- Witness is required during acceptance of delivery for counter checking of the quantity.
- Random checking should be performed for quality of the delivery
- Reason of returning delivery:
  1. Defective
  2. Wrong Specification

1 http://www.wordnik.com/words/yearbook
Subject: YEARBOOK ORDERING AND DISTRIBUTION PROCESS

Section: RESOURCE GENERATION OFFICE

Date Effective: October 1, 2014

Revision Code: 0

Page 2 of 2

5.0 Records

1. Approved proposal including supporting documents
2. Documents from BAC (bidding / Philjeps)
3. Copy of Purchase Order
4. Master list of order
5. Copy of approved voucher

Students will present the official receipt upon claiming of yearbook. RGO Staff will check on the master list if the name of student is included. Student will sign on the master list upon claiming of yearbook.

Processing of payment will be after completion of delivery. RGO staff will forward all delivery receipt to property office for preparation & approval of Inspection & Acceptance Report.

Director for Resource Generation will sign on the Inspection & Acceptance Report for acceptance of the delivery and Property Assistant Director / Director for acknowledging the inspection of the delivery.

Signatories on voucher:
- For Certification:
  - For Php 50,000.00 below – Finance Assistant Director
  - For Php 50,001.00 above – Finance Director
- For Approval:
  - Vice President for Finance and Resource Generation

Verification of all documents submitted. Internal Auditor will stamp and sign on the voucher as marked that the documents was already audited.

Signatories on check:
- For Php 100,000.00 below – Vice President for Finance and Resource Generation
- For Php 100,000.01 above – President / Authorized Official

After the completion of the project, The project team should conduct post evaluation of the overall output of the project.

The Project team is composed of:
1. VPFRG
2. Auxiliary Services Director
3. IGP Assistant Director
4. RGO Accountant
5. RGO Staff –In charge on the project
1.0 Objective
- To define specific guidelines on facility/ies rental process

2.0 Scope
This policy shall apply to the following facilities to be rented such as Gymnasium, Amphitheater, Multi-media Room, Classroom and Covered Court.

3.0 Definition of Terms
1. SRAST – Service Rental Agreement (short term)

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Applicant</td>
<td>Inquiry of interested applicant</td>
<td>Applicants may be with or without letter of intent or walk in.</td>
</tr>
<tr>
<td>RGO Staff / Applicant</td>
<td>Fill-up application form</td>
<td>RGO will issue application form to be filled up by the applicant. See attached form RGO-FAF-2014</td>
</tr>
<tr>
<td>Administrative Officer III / Director for Resource Generation</td>
<td>Evaluation of applicant</td>
<td>Criteria for evaluation: 1. Facility to be rented is available 2. Applicant agreed on the rate &amp; charges 3. Purpose on renting the facility is acceptable and not conflict on University function and activities.</td>
</tr>
<tr>
<td>RGO Staff / Administrative Officer III</td>
<td>Pass?</td>
<td>Administrative Officer II will evaluate the application and Director for Resource Generation will recommend for approval. Approved by Vice President for Finance &amp; Resource Generation.</td>
</tr>
<tr>
<td>Renter / Vice President for Finance &amp; Resource Generation</td>
<td>Preparation of Service Rental Agreement</td>
<td>RGO Staff should reserve the facility</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Approved?</td>
<td>During the evaluation, RGO staff will coordinate with General Services Office for facility availability and manpower requirement.</td>
</tr>
<tr>
<td>RGO Cashier</td>
<td>Signing of SRAST or Memorandum of Agreement</td>
<td>After evaluation and recommendation, IGP Assistant Director will prepare Service Rental Agreement for signing of the renter and BSU Vice President for Finance &amp; Resource Generation</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Issuance of SRAST</td>
<td>Upon signing of SRAST, renter should pay Reservation fee of P 500.00 for rental fee of P 5,000.00 below, and P 1,000.00 for rental fee of P 5,001.00 above. Reservation fee is non refundable. • Acknowledgement Receipt should issued to the renter</td>
</tr>
<tr>
<td>RGO Cashier</td>
<td>Payment of renter</td>
<td>• Payment should be settled one (1) day before the actual event. If the renter fails to pay, RGO will not allow the renter to use the facility. • Reservation fee will be deducted to the full payment.</td>
</tr>
</tbody>
</table>
Section: RESOURCE GENERATION OFFICE

Subject: Rental of BSU Facilities Process

5.0 Records
1. Letter of Intent
2. Application Form
3. Signed Service Rental Agreement
4. Copy of Official Receipt

Diagram:

- RGO Cashier
  - Issuance of Official receipt
- RGO Staff
  - Confirmation of schedule of event to General Services Office
  - Reminder of the event
  - Post checking of the facility
  - END

- As confirmation of the event, RGO will give copy of SRAST to concerned offices.
- RGO Staff should remind the concerned Offices one day before the event.
- After the event, RGO Staff should coordinate with General Services representative regarding the status of the facility rented.
1.0 Objective
To define specific guidelines on ordering & distribution of beverages

2.0 Scope
This policy shall apply to all beverages ordered by Resource Generation Office.

3.0 Definition of Terms
1. Beverages - Any liquid suitable for drinking

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Customer / RGO Staff</td>
<td>Ordering to Supplier</td>
<td>Order request should be prepared by RGO staff, checked based on the inventory level by Storekeeper III &amp; verified by Senior Bookkeeper</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Delivery</td>
<td>Delivery should be tally with order issued to Supplier. Witness is required during acceptance of delivery for counter checking of the quantity. Random checking should be performed for quality of the delivery.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Accept?</td>
<td>Please refer to Selling of Beverages Procedure (RGO-2014-18)</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Selling of Beverages</td>
<td>Actual Inventory should be conducted every end of the month. Submission of Report should be every 10th day of the succeeding month. The report should be tally with total delivery less actual sales. Report should be signed by RGO Staff who conducted actual inventory; Storekeeper III who witnessed &amp; audited the report &amp; Senior Bookkeeper who reviewed the report. See attached Sample of Monthly Inventory report</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Inventory</td>
<td>Sales Report should be submitted every quarter. Deadline of submission is every 15th day of the succeeding month</td>
</tr>
<tr>
<td>RGO Staff/ RGO Accountant/Director for Resource Generation</td>
<td>Sales Report</td>
<td>The Quarterly Sales Report should be prepared by RGO Staff, verified by RGO Accountant/ Senior Bookkeeper and Reviewed by Administrative Officer III / Director for Resource Generation. Payment request should be requested by the Auxiliary Services Director and Recommended for Approval by Vice President for Finance &amp; Resource Generation and Approved by the President/ Authorized Official.</td>
</tr>
<tr>
<td>Director for Resource Generation</td>
<td>Payment Request</td>
<td>Processing of payment will be after completion of delivery. Attached the Sales Invoice to the payment request.</td>
</tr>
<tr>
<td></td>
<td>Request for ALOBS</td>
<td></td>
</tr>
</tbody>
</table>

1 http://www.audioenglish.org/dictionary/beverage.htm
Section: RESOURCE GENERATION OFFICE

Subject: BEVERAGES ORDERING & DISTRIBUTION PROCESS

5.0 Records

1. ALOBS
2. Monthly Inventory
3. Sales Report
4. Payment Request
5. Audited Voucher

- Signatories on voucher:
  - For Certification:
    - For Php 50,000.00 below – Finance Assistant Director
    - For Php 50,001.00 above – Finance Director
  - For Approval:
    - Vice President for Finance & Resource Generation

- After verification of all documents submitted, Internal Auditor will stamp and sign on the voucher as a mark that the documents were already audited.

- Signatories on check:
  - For Php 100,000.00 below – Vice President for Finance & Resource Generation
  - For Php 100,001.00 Above – President / Authorized Official
1.0 Objective

To define specific guidelines on selling of beverages

2.0 Scope

This policy shall apply to all beverages supplied by RGO in Batangas State University Main I & II.

3.0 Definition of Terms

1. Beverages - Any liquid suitable for drinking

4.0 Procedure

<table>
<thead>
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<th>ACTIVITY</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Customer / RGO Staff</td>
<td>Ordering</td>
<td>Orders should be written on Order Slip.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Accept?</td>
<td>RGO Staff will determine if there is available inventory.</td>
</tr>
<tr>
<td>RGO Staff / RGO Authorized witness</td>
<td>Delivery to customer</td>
<td>Once available, RGO Staff will deliver the products within 24 hrs.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Inform the customer</td>
<td>RGO Staff should issue Delivery Receipt every delivery.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Preparation of Billing Statement</td>
<td>Payment depends on the payment terms approved by RGO</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Payment</td>
<td>See attached Credit Application Form.</td>
</tr>
<tr>
<td>RGO Cashier / Customer</td>
<td>Paid?</td>
<td>RGO Accountant will issue Statement of Accounts payable immediately upon receipt of SOA including the 2% penalty of the total unpaid account per month.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Continue Ordering</td>
<td>Once the customer fails to pay after receiving the SOA, RGO Accountant will send Demand Letter to Customer.</td>
</tr>
<tr>
<td>RGO Accountant/ Senior Bookkeeper</td>
<td>Stop accepting orders of unpaid customer</td>
<td>Unpaid customer will be delisted on the list of customer with approved credit line.</td>
</tr>
<tr>
<td>RGO Accountant / RGO Staff</td>
<td>Sending Statement of Accounts / Demand letter</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Delisted on the list of customer with approved credit line</td>
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</tr>
</tbody>
</table>

5.0 Records

1. Approved Credit Line application
2. Order Slip
3. Delivery Receipt
4. Billing Statement
5. Demand Letter (if applicable)

1 http://www.audioenglish.org/dictionary/beverage.htm
**1.0 Objective**
- To define specific guidelines on applying credit line for beverages

**2.0 Scope**
This policy shall apply to all tenants applying for beverages credit line.

**3.0 Definition of Terms**
1. **Credit Line** - An arrangement in which a bank or vendor extends a specified amount of unsecured credit to a specified borrower for a specified time period.

**4.0 Procedure**

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
</table>
| Applicant   | Fill-up application form | Criteria for evaluation:  
1. No default payment on monthly rental  
2. Complete requirement submitted  
3. Passed the background checking. |
| RGO Accountant / Administrative Officer III / Director for Resource Generation | Evaluation of application | Application will be evaluated by RGO Accountant, Recommended by Director for Resource Generation  
Attached the copy of customer’s ledger of the applicant to the application form.  
Approved by Vice President for Finance & Resource Generation. |
| RGO Staff   | Passed evaluation? | RGO Staff will coordinate with the tenants regarding the approved credit line. |
| Vice President for Finance & Resource Generation | Secure approval | Once the application was denied, RGO Staff will inform the applicant about the status. |
| RGO Staff   | Approved? |  
Y: Inform Applicant  
N: Inform Applicant |
|             | Coordinate with the tenants on the terms approved |  
Y: Inform Applicant  
N: Inform Applicant |

**5.0 Records**
1. Approved Credit Line application

---

1. [http://www.investorwords.com/1206/credit_line.html#ixzz3EfnnOmHd](http://www.investorwords.com/1206/credit_line.html#ixzz3EfnnOmHd)
1.0 Objective
To define specific guidelines on facilitating LET Review in the University

2.0 Scope
This policy shall apply to all Review Center who proposed to conduct LET Review in the University.
This policy shall apply to all LET Review enrolled students.

3.0 Definition of Terms
1. LET Review – Licensure Examination for Teacher

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Review Center</td>
<td>START</td>
<td>Review Center will submit proposal for LET Review. Letter should be addressed to the President thru the Vice President for Finance &amp; Resource Generation</td>
</tr>
<tr>
<td>Director for Resource Generation / VPFRG</td>
<td>Acceptance of Proposal</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>Evaluation &amp; Recommendation</td>
<td>Director for Resource Generation will evaluate the proposal and to be recommended by Vice President for Finance &amp; Resource Generation</td>
</tr>
<tr>
<td>President</td>
<td>Approval of Proposal</td>
<td>Proposal should be approved by the University President / Authorized Official.</td>
</tr>
<tr>
<td>Review Center Representative / President/ Authorized Official</td>
<td>Approved?</td>
<td>Memorandum of Agreement must be signed by Review Center Representative and Batangas State University President / Authorized Official.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Signing of MOA</td>
<td>Requirement of enrollees: 1. Letter/ endorsement from Dean • Payment of students will be: 50% - DP upon enrollment 50% - Full on or before the 15th session • Once the student fails to pay in full on or before the 15th session, Review Center will not issue the review materials and will not allow the student to attend the remaining session. • Review starts every July and ends up to September. Total of 27 session every Saturdays &amp; Sundays • Payment depends on the agreed payment terms. • Auxiliary Services Director should sign on the ALOBS • Payment request should be requested by the Director for Resource Generation. Recommended for Approval by Vice President for Finance &amp; Resource Generation and Approved by the President/ Authorized Official. • Attached the Sales Invoice to the payment request.</td>
</tr>
<tr>
<td>RGO Staff / Review Center</td>
<td>Enrollment of interested students</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Schedule of review</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Payment Request for Review Center with ALOBS</td>
<td></td>
</tr>
</tbody>
</table>
### Section: RESOURCE GENERATION OFFICE

#### Subject: LET REVIEW PROCESS

**5.0 Records**

1. Review Center Proposal
2. Signed MOA
3. List of Enrollees
4. Payment Request

---

**Diagram:**

```
Accounting
Preparation of voucher
Certification & approval of voucher
Audit
Preparation/ signing of check
Issuance of check
Cashier
Post Evaluation
END

Signatories on voucher:
For Certification:
For Php 50,000.00 below – Finance Assistant Director
For Php 50,001.00 above – Finance Director
For Approval:
Vice President for Finance & Resource Generation

Verification of all documents submitted.
Internal Auditor will stamp and sign on the voucher as a mark that the documents were already audited.

Signatories on check:
For Php 100,000.00 below – Vice President for Finance & Resource Generation
For Php 100,001.00 Above – President / Authorized Official

After the completion of the project. The project team should conduct post evaluation of the overall output of the project.
The Project team is composed of:
1. VPFRG
2. Director for Resource Generation
3. IGP Assistant Director
4. RGO Accountant
5. RGO Staff – In charge on the project
```
# RESOURCE GENERATION OFFICE

## Subject: WATER REFILLING PROCESS

### 1.0 Objective

-To define specific guidelines on water refilling process

### 2.0 Scope

This policy shall apply to all orders of 5 gallons water in Batangas State University Main I & II

### 3.0 Definition of Terms

1. Refill – a commercial products that refills a container with its appropriate contents.

### 4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td>START</td>
<td>Director for Resource Generation will request for the trip ticket or will hire a vehicle for pick up of stocks. Whichever is applicable and available. There should always have empty bottle returned to Manufacturing area every pick up of stocks as possible.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Pick up of stocks to Manufacturing Area</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Storage of products to Stock Room</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Ordering of customers</td>
<td></td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Delivery</td>
<td></td>
</tr>
<tr>
<td>RGO Cashier</td>
<td>Payment</td>
<td></td>
</tr>
</tbody>
</table>

- Customers should give order to the RGO Staff
- RGO Staff will check the availability of the product
- Payment should be COD
  - Delivery should be within the day after customer’s order.
  - If in time of order there are no stocks available, customers’ order will be placed on queue. RGO Staff should notify the customer on the target delivery date.

Purchase of 5 gallon water outside the campus is prohibited unless approved by RGO.

### 5.0 Records

1. Monthly Sales Report
   A. Total Sales
   B. Customers with overdue account
   C. Total Collection Received

---

## 1.0 Objective
- To define specific guidelines on returning / exchanging RGO merchandise

## 2.0 Scope
This policy shall apply to all for return and replace RGO merchandise.

## 3.0 Definition of Terms

## 4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff</td>
<td></td>
<td>The customer should fill up the Return / Replacement of Merchandise Form (RRMF) completely. Official Receipt should be attached to the RRMF.</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Checking of the Return / Replacement of merchandise form</td>
<td>Criteria of returning / changing item:</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Asking &amp; Checking of the Official Receipt</td>
<td>1. Item was returned within fifteen (15) days from the date of purchase</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Approved?</td>
<td>2. Item has factory defect, unworn and unused</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Y</td>
<td>3. Item should be replaced with the same specification / same or higher price than the item purchased</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>N</td>
<td>4. If by the time of return, there is no available merchandise for replacement, the personnel should inform the RGO accountant for issuance of Customer Refund Request Form (RGO–CRRF-2014) to the customer</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Record the transaction</td>
<td>5. Return and changing of the same transaction is only allowed one (1) time</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Replace / Refund the item</td>
<td>RGO Staff should secure approval from the immediate superior before replacing the item</td>
</tr>
<tr>
<td>RGO Staff / RGO Accountant</td>
<td>Inform the Customer on reason of non approval</td>
<td>All return / change or refund transactions, should be encoded on the logbook approved or disapproved</td>
</tr>
<tr>
<td>RGO Staff</td>
<td>Secure customers proof of item acceptance</td>
<td></td>
</tr>
</tbody>
</table>

## 5.0 Records
1. Return / Change of Merchandise Form
2. Logbook for return / change of merchandise
3. Refund Form
**1.0 Objective**
- To define specific guidelines on procuring items using revolving fund or petty cash

**2.0 Scope**
This policy shall apply to all procurement of Resource Generation Office using revolving fund or petty cash.

**3.0 Definition of Terms**
- Petty cash: a small amount of cash on hand that is used for paying small amounts owed, rather than writing a check.
- Revolving fund: established to expedite the handling of University business by providing funds for authorized purchases and/or to make change.
- Authorized Witness Personnel: The person who will re-check & verify the actual inventory including the delivery & item released.

**4.0 Procedure**

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RGO Staff / Administrative Officer III</td>
<td>Request item to purchase</td>
<td>RGO staff should use the Order Slip (RGO-OS-2014) on requesting item to purchase. Items allowed to purchase using petty cash: 1. Immediate requirement amounting not greater than P 1,000.00 per receipt 2. Items approved by the immediate supervisor</td>
</tr>
<tr>
<td>Administrative Officer III / Director for Resource Generation</td>
<td>Sign on the order slip</td>
<td>Items allowed to purchase using revolving fund: 1. Immediate requirement needed for daily operation 2. Pastries 3. Fresh fruits &amp; dairies 4. Items approved by the immediate supervisor</td>
</tr>
<tr>
<td>Administrative Officer III / Director for Resource Generation</td>
<td>Approved?</td>
<td>Order Slip should be signed &amp; approved by the accounted personnel &amp; the immediate supervisor. Immediate supervisor will get fund to the RGO cashier &amp; release it to the buyer II for purchase of items.</td>
</tr>
<tr>
<td>RGO Cashier/ Administrative Officer III / Director for Resource Generation</td>
<td>Request for the fund</td>
<td>The purchased item should be checked by the Storekeeper III &amp; the authorized personnel who will witness the actual count &amp; quality of the item. The said personnel’s should sign on the receipt as proof of checking. The fund requested should be liquidated 24hrs upon receipt of the fund except if the next day falls on weekend or holiday.</td>
</tr>
<tr>
<td>Buyer II</td>
<td>Purchase the item</td>
<td></td>
</tr>
<tr>
<td>Storekeeper III / Authorized witness/ Buyer II</td>
<td>Check the item</td>
<td></td>
</tr>
<tr>
<td>Buyer II</td>
<td>Liquidation</td>
<td></td>
</tr>
</tbody>
</table>

---

1. [http://www.accountingcoach.com/blog/what-is-petty-cash](http://www.accountingcoach.com/blog/what-is-petty-cash)
2. [https://www.purdue.edu/business/account/Reference/Revolving_Funds/procedures-i.html](https://www.purdue.edu/business/account/Reference/Revolving_Funds/procedures-i.html)
The immediate Supervisor should validate the receipt & if there is still excess fund.

The immediate Supervisor should forward the receipt & excess fund immediately to the RGO cashier after verification.

5.0 Records

1. Order Slip
2. Delivery Receipt
3. Official Receipt
4. Records of expenses (logbook)
1.0 Objective - To define specific guidelines on Coffee Shop Daily Operation Process

2.0 Scope - This policy shall apply to daily operation process of Coffee Shop.

3.0 Definition of Terms

- Coffee Shop - a small restaurant that serves coffee and other drinks as well as simple foods.
- Inventory - an asset that is owned by a business that has the express purpose of being sold to a customer. This includes items sold to end customers or distributors. It includes raw materials, work in process, and finished goods.

4.0 Procedure

<table>
<thead>
<tr>
<th>RESPONSIBLE</th>
<th>ACTIVITY</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barista</td>
<td>Cleaning of Area</td>
<td>Barista on duty should clean the coffee shop area before the opening.</td>
</tr>
<tr>
<td>Barista</td>
<td>Preparation of stocks</td>
<td>Barista should prepare the stocks/products for the opening.</td>
</tr>
<tr>
<td>Barista / RGO Accountable Personnel</td>
<td>Order Stocks?</td>
<td>If the stocks are not enough, request stocks/items to the Accountable Personnel. Use Order Slip (RGO-OS-2014) for requesting.</td>
</tr>
<tr>
<td>Barista</td>
<td>Display / Store the stock</td>
<td>Display the items &amp; store the stocks upon receipt.</td>
</tr>
<tr>
<td>Barista</td>
<td>Open the Shop for regular operation</td>
<td>Barista should observe proper uniform before opening the shop.</td>
</tr>
<tr>
<td>Barista / RGO Authorized Personnel</td>
<td>Get the Customers Order</td>
<td>Barista / RGO Authorized personnel will get the customer’s order (duplicate copy). Fill up the details on the order slip. Use Coffee Shop Order Slip (RGO-CSOS-15). One (1) copy should be forwarded to University Shop cashier; One (1) copy is for Barista’s order preparation reference.</td>
</tr>
<tr>
<td>Barista</td>
<td>Product Promotion</td>
<td>Barista should promote other products or additional flavors to increase sales.</td>
</tr>
<tr>
<td>Barista / RGO University Shop Cashier</td>
<td>Pay the Order</td>
<td>Upon getting the order, barista should inform the customer to pay at the University Shop Cashier while preparing the order. Barista should give the order slip to the customer and the customer will be the one to pay at the cashier.</td>
</tr>
</tbody>
</table>

1 http://www.learnersdictionary.com/definition/coffee%20shop
2 http://www.inventorydefinition.com/
Subject: COFFEE SHOP DAILY OPERATION PROCESS

5.0 Records

A

Call the Customer’s name after preparing the order. (Self Service)

Barista

Get customers feedback

Barsita

Clean the area

Barista

Closing of the Coffee shop

Barista

Conduct daily inventory

Barista / Storekeeper III

Discussion of items needed for next day

Barista / Project Manager/ Administrative Officer III/ Director for Resource Generation

Before releasing the order, Barista should check the official receipt & stamp it with “claimed” before giving the order to customer.

Ask customer’s feedback for coffee shop services improvement.

After coffee shop closing, the barista should conduct daily inventory report to be submitted to the RGO Accounted Person within the day.

Accounted Person should verify the report submitted for accuracy & efficiency of the report.

Accounted person should discuss with the Barista all items needed, plans & strategies for the next day operation.

END
# FILE DEPOSIT FORM

**DEPARTMENT / SECTION:**

<table>
<thead>
<tr>
<th>PREPARED BY:</th>
<th>DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPROVED BY:</td>
<td>DATE:</td>
</tr>
<tr>
<td>RECEIVED BY:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TITLE OF DOCUMENT / RECORD</th>
<th>AUTHORIZED FOR ACCESS</th>
<th>ACTIVE PERIOD</th>
<th>LOCATION</th>
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BATANGAS STATE UNIVERSITY
Batangas City
RESOURCE GENERATION OFFICE

Control #: RECORDS ______
<table>
<thead>
<tr>
<th>NAME:</th>
<th>DATE:</th>
<th>CERTIFIED PHOTO COPY</th>
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<tbody>
<tr>
<td></td>
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<td>ROOM USE</td>
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<tr>
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| DEPARTMENT/SECTION: | |
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<thead>
<tr>
<th>TITLE OF DOCUMENT / RECORD</th>
<th>PURPOSE</th>
<th>SIGNATURE UPON RECEIPT</th>
<th>RETURN DATE / TIME</th>
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<table>
<thead>
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CUSTOMER REFUND REQUEST FORM

Personal Information:
Name of Student : ________________________________
Student Number : ________________________________
Course / Year Level : ________________________________

Product Information:
Item Purchased : ________________________________
Amount for Refund : ________________________________
Official Receipt # : ________________________________
Reason for Refund : ________________________________

Please make check payable to: ________________________________

Signature of Student

Evaluated by: ________________________________
Approved by: ________________________________

Ms. Patricia Hernandez
RGO Accountant

Mr. Inesio Sadiangcolor
Auxiliary Services Director

*PLEASE ATTACH ORIGINAL PROOF OF PAYMENT FOR THIS REFUND

CUSTOMER REFUND REQUEST FORM

Personal Information:
Name of Student : ________________________________
Student Number : ________________________________
Course / Year Level : ________________________________

Product Information:
Item Purchased : ________________________________
Amount for Refund : ________________________________
Official Receipt # : ________________________________
Reason for Refund : ________________________________

Please make check payable to: ________________________________

Signature of Student

Evaluated by: ________________________________
Approved by: ________________________________

RGO Representative
Director for Resource Generation

*PLEASE ATTACH ORIGINAL PROOF OF PAYMENT FOR THIS REFUND
### CONSIGNMENT AGREEMENT

<table>
<thead>
<tr>
<th>ITEM/STOCK NO.</th>
<th>UNIT</th>
<th>ITEM DESCRIPTION</th>
<th>QTY</th>
<th>UNIT COST</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
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</table>

(Total Amount in words) **Php**

Checked & Verified by: (Name & Position)

---

For the University:

CONFORME:

**ATTY. LUZVIMINDA C. ROSALES**  
VP - FINANCE & RESOURCE GENERATION

Signature over Printed Name of Supplier Representative

Date

---

**Terms and Conditions:**

1. Under this agreement, the consignee agrees to display and sell the merchandise on behalf of the RGO until such time the merchandise are sold or unsold items are returned to the supplier in good condition.
2. Supplier will shoulder all expenses on pull-out of merchandise.
3. Supplier will receive the payment as agreed upon provided they submit all the documents required by the University.
4. Consignee should be notified fifteen days before the pull-out of items

RGO-CA-2014.Rev01
# Credit Application for Beverages

**Name of Applicant:**

**Credit Terms applying:**

<table>
<thead>
<tr>
<th>5 days</th>
<th>15 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Php 5,000.00</td>
<td>Php 10,000.00</td>
</tr>
<tr>
<td>Php 15,000.00</td>
<td>Php 20,000.00</td>
</tr>
</tbody>
</table>

**Credit Line applying:**

<table>
<thead>
<tr>
<th>Others</th>
</tr>
</thead>
<tbody>
<tr>
<td>Php 5,000.00</td>
</tr>
<tr>
<td>Php 10,000.00</td>
</tr>
<tr>
<td>Php 15,000.00</td>
</tr>
<tr>
<td>Php 20,000.00</td>
</tr>
</tbody>
</table>

**Business Name:**

**Type of Business:**

<table>
<thead>
<tr>
<th>5 days</th>
<th>15 days</th>
</tr>
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<tbody>
<tr>
<td>Php 5,000.00</td>
<td>Php 10,000.00</td>
</tr>
<tr>
<td>Php 15,000.00</td>
<td>Php 20,000.00</td>
</tr>
</tbody>
</table>

**Estimated Monthly Income:**

**E Phone | -mail:**

**Location of Business:**

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### Bank References

<table>
<thead>
<tr>
<th>Bank Name</th>
<th>Bank Name</th>
</tr>
</thead>
<tbody>
<tr>
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<table>
<thead>
<tr>
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<tbody>
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<table>
<thead>
<tr>
<th>Type of account</th>
<th>Type of account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savings</td>
<td>Checking</td>
</tr>
<tr>
<td>Savings</td>
<td>Checking</td>
</tr>
</tbody>
</table>

### Personal/Trade References

<table>
<thead>
<tr>
<th>Name of Reference / Company Name</th>
<th>Phone</th>
</tr>
</thead>
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<tr>
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<table>
<thead>
<tr>
<th>Address</th>
<th>E-mail</th>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>City, ZIP Code</th>
<th>City, ZIP Code</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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### Agreement

1. All deliveries are to be paid on cash until such credit term application is approved by Resource Generation Office.
2. Once the credit application is approved and the debtor fails to pay on the approved credit terms, Resource Generation Office will charge 2% penalty on the unpaid account per month.
3. By submitting this application, you authorize RESOURCE GENERATION OFFICE to make inquiries into the banking and personal/trade references that you have supplied.
4. Ordering of the same beverages in other supplier aside from RGO is prohibited. Once proved, the credit line will be void and the Office will make some legal actions.

### Signature of Applicant

<table>
<thead>
<tr>
<th>Signature</th>
<th>Name</th>
</tr>
</thead>
<tbody>
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</table>

<table>
<thead>
<tr>
<th>Date</th>
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<tbody>
<tr>
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</tbody>
</table>

### Signature of Co-maker

---

### Requirements:

1. 2 PCS OF VALID IDENTIFICATION CARD
2. LAST 2 MONTHS BILLING STATEMENT OF SPACE RENTAL

---

EVALUATION:

<table>
<thead>
<tr>
<th>☐ approved</th>
<th>☐ disapproved</th>
</tr>
</thead>
</table>

**Credit Line approved:**

**Reason of disapproval:**

**Credit Terms approved:**

**Other:**

---

**Evaluated by:**

**Recommended by:**

**Approved by:**

Atty. Luzviminda C. Rosales

RGO Representative  Director for Resource Generation  VP for Finance & Resource Generation

---

RGO-CAB-2014
APPLICATION FORM FOR CANTEEN TENANT

Date Applied: _____________________________
Name of Applicant: ________________________________________________
Address: _________________________________________________________
Contact Number: __________________ Campus: _________________________
Type of Product & Services: __________________________________________

Location of Requested Area: Price per sqm:
- MAIN P 1,200.00
- ALANGILAN P 1,000.00
- ANNEX P 1,000.00
- BACKCAVE P 800.00

Please declare if you have any relatives (e.g. University President or any RGO Personnel) within the third (3rd) degree of consanguinity or affinity:

<table>
<thead>
<tr>
<th>Name</th>
<th>Office/ Position</th>
<th>Relation</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
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<tr>
<td>2</td>
<td></td>
<td></td>
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<tr>
<td>3</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature over Printed Name of Applicant ____________________________
Date __________________________

Sketch & Measurement of Requested Area:

Total sqm: __________________________

Total Monthly Rental: PhP __________________________

Evaluation: __________________________________________

Evaluated by: __________________________

Recommended for Approval: __________________________

Atty. Luzviminda C. Rosales
Vice President for Finance & Resource Generation

Director for Resource Generation

RGO-CTA-2014Rev.1
**APPLICATION FORM FOR RENTING UNIVERSITY FACILITY**

Name of Renter: ____________________________
Address: __________________________________
Contact Number: __________________________
Date/s of Event: ____________________________ Time of event: __________
Purpose of Event: __________________________

**Facility/ies to be rented:**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>No. of Hours</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amphitheater</td>
<td>4</td>
<td>P 9,000.00</td>
</tr>
<tr>
<td>Function hall</td>
<td>8</td>
<td>P 14,000.00</td>
</tr>
<tr>
<td>Multi-media Rooms</td>
<td>8</td>
<td>P 3,600.00</td>
</tr>
<tr>
<td>Classrooms</td>
<td>4</td>
<td>P 1,100.00</td>
</tr>
<tr>
<td>Covered Court</td>
<td>4</td>
<td>P 1,300.00</td>
</tr>
<tr>
<td>Gymnasium</td>
<td>8</td>
<td>P 2,600.00</td>
</tr>
<tr>
<td>*with aircon</td>
<td>4</td>
<td>P 23,000.00</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>P 42,500.00</td>
</tr>
<tr>
<td>*without aircon</td>
<td>12</td>
<td>P 64,000.00</td>
</tr>
<tr>
<td>Other facilities:</td>
<td>Please specify:</td>
<td></td>
</tr>
</tbody>
</table>

**Other equipment/supplies/machinery/appliances needed:**

<table>
<thead>
<tr>
<th>Facilities</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Table</td>
<td></td>
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<tr>
<td>Chairs</td>
<td></td>
</tr>
<tr>
<td>LCD Projector</td>
<td></td>
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<tr>
<td>Sound System</td>
<td></td>
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<tr>
<td>Others:</td>
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</table>

**Manpower Requirement:**

<table>
<thead>
<tr>
<th>Rate / Hour</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>Electrician</td>
<td>P 100.00</td>
<td>P 200.00</td>
</tr>
<tr>
<td>Technician</td>
<td>P 100.00</td>
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<tr>
<td>Janitor</td>
<td>P 65.00</td>
<td>P 75.00</td>
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<tr>
<td>Security Guard</td>
<td>P 54.00</td>
<td>P 70.00</td>
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</tbody>
</table>

**Other Requirements**

Please specify:

__________________________________________________________________________

__________________________________________________________
Signature over Printed Name of Renter

__________________________________________________________________________
Evaluation:

__________________________________________________________________________
Evaluated by:

__________________________________________________________________________
Recommended for approval:

__________________________________________________________
Director for Resource Generation

RGO-FAF-2014
<table>
<thead>
<tr>
<th>ORDER SLIP</th>
<th>ORDER SLIP</th>
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<tbody>
<tr>
<td><strong>SR CODE:</strong> ___________________________</td>
<td><strong>OR:</strong> ________</td>
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<tr>
<td><strong>Name of Student:</strong> ____________________</td>
<td><strong>Course:</strong> ________</td>
</tr>
<tr>
<td><strong>Contact Number:</strong> _____________________</td>
<td><strong>Date:</strong> ________</td>
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<th>ITEMS</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL AMOUNT</th>
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**TOTAL:**

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**Batangas State University**

**Resource Generation Office**

**ORDER SLIP**

<table>
<thead>
<tr>
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<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL AMOUNT</th>
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**TOTAL:**

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**Batangas State University**

**Resource Generation Office**

**ORDER SLIP**

<table>
<thead>
<tr>
<th>ITEMS</th>
<th>QTY</th>
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</tbody>
</table>

**TOTAL:**
# PULL OUT REQUEST SLIP

**SUPPLIER/EXTENSION:** ____________________________  **DATE:** _____________

**ADDRESS:** __________________________________________

**TELEPHONE #:** ___________________________

**Date of Pull-out:** ___________________________

<table>
<thead>
<tr>
<th>QUANTITY</th>
<th>UNIT</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>AMOUNT</th>
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</tbody>
</table>

**Returned by:** __________________________________________

**Checked & Verified by:** __________________________________

Authorized Representative  
(Signature over Printed Name)

Authorized Representative  
(Signature over Printed Name)

**Pulled Out by:** __________________________________________  **Date:** _____________

(Signature over Printed Name)

---

**Note:** All items were received in good order and condition.
<table>
<thead>
<tr>
<th>RESOURCE GENERATION OFFICE</th>
<th>RRMF #:__________</th>
<th>RESOURCE GENERATION OFFICE</th>
<th>RRMF #:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Return / Replacement:</td>
<td>__________________</td>
<td>Date of Return / Replacement:</td>
<td>__________________</td>
</tr>
<tr>
<td>Date of Purchase:</td>
<td>__________________</td>
<td>Date of Purchase:</td>
<td>__________________</td>
</tr>
<tr>
<td>Official Receipt Number:</td>
<td>__________________</td>
<td>Official Receipt Number:</td>
<td>__________________</td>
</tr>
<tr>
<td>Amount of item purchased:</td>
<td>__________________</td>
<td>Amount of item purchased:</td>
<td>__________________</td>
</tr>
<tr>
<td>Item for Return / Replacement:</td>
<td>__________________</td>
<td>Item for Return / Replacement:</td>
<td>__________________</td>
</tr>
<tr>
<td>Reason for Return / Replacement:</td>
<td>__________________</td>
<td>Reason for Return / Replacement:</td>
<td>__________________</td>
</tr>
</tbody>
</table>

For RGO Personnel only

<table>
<thead>
<tr>
<th>Transaction is:</th>
<th>Checked by:</th>
<th>Approved by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Initial: ___</td>
<td>___</td>
</tr>
<tr>
<td>Disapproved</td>
<td>Specify Reason</td>
<td></td>
</tr>
</tbody>
</table>

Item was:

<table>
<thead>
<tr>
<th>Replaced [Specify item]</th>
<th>For Refund [Specify reason]</th>
</tr>
</thead>
</table>

RESOURCE GENERATION OFFICE

RRMF #:__________

For RGO Personnel only

<table>
<thead>
<tr>
<th>Transaction is:</th>
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<th>Approved by:</th>
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<tbody>
<tr>
<td>Approved</td>
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<tr>
<td>Disapproved</td>
<td>Specify Reason</td>
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Item was:

<table>
<thead>
<tr>
<th>Replaced [Specify item]</th>
<th>For Refund [Specify reason]</th>
</tr>
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</table>

RRMF-2014
# Supplier Information Sheet

**APPLICATION for ACCREDITATION**

<table>
<thead>
<tr>
<th>NAME OF COMPANY</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFICE ADDRESS</td>
<td></td>
</tr>
<tr>
<td>TELEPHONE/FAX NOS.</td>
<td></td>
</tr>
<tr>
<td>PLANT ADDRESS</td>
<td></td>
</tr>
<tr>
<td>COMPANY WEBSITE</td>
<td></td>
</tr>
<tr>
<td>DATE ESTABLISHED</td>
<td></td>
</tr>
<tr>
<td>CAPITAL INVESTED</td>
<td></td>
</tr>
<tr>
<td>TIN NUMBER</td>
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</table>

**Ownership Structure:**

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<thead>
<tr>
<th>STOCKHOLDER</th>
<th>CITIZENSHIP</th>
<th>% OF EQUITY OWNED</th>
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<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>

**Present Management:**

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSITION</th>
</tr>
</thead>
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<tr>
<td></td>
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</table>

**Products or Services Offered:**

- 
- 
- 
- 
- 

**Personnel Contingent:**

<table>
<thead>
<tr>
<th>TYPE OF PERSONNEL</th>
<th>NO. OF PERSONNEL</th>
</tr>
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<tr>
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</table>

**Facilities and Equipment:**

<table>
<thead>
<tr>
<th>TYPE OF EQUIPMENT</th>
<th>QUANTITY</th>
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<tbody>
<tr>
<td></td>
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</table>

**Pricing and Terms:**

- 
- 
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RGO-SAF-2014
**LIST OF MAJOR SUPPLIERS**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NOS.</th>
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<tbody>
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</tbody>
</table>

**Five Major Clients in the Past Six (6) Months :**

<table>
<thead>
<tr>
<th>COMPANY</th>
<th>CONTACT PERSON</th>
<th>TELEPHONE NOS.</th>
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</thead>
<tbody>
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</tbody>
</table>

**Bank References :**

<table>
<thead>
<tr>
<th>BANK NAME</th>
<th>ADDRESS</th>
<th>PHONE / FAX NOS.</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**Required Documents:**

→ Copy of DTI Registration or SEC Registration  
→ Business Permit  
→ BIR Registration  
→ Plant / Office Location Map  
→ Company Profile  
→ Financial Statement and ITR  
→ Letter of Authority to Transact

**Additional Requirement for Publisher / Book Author:**

Any of the following:

→ Certificate of Sole Distributionship signed by Author  
→ Certificate of Copyright Registration  
→ Contract between Publisher & Author

Submitted by: __________________________

NAME & SIGNATURE

__________________________

POSITION / TITLE
SERVICE RENTAL AGREEMENT
(Short Term)

DATE: ______________________
RENTER: ______________________
ADDRESS: ______________________________________________________
TEL NO: ______________________

FACILITY/IES TO BE RENTED: __________________________________________

DATE OF EVENT: ______________ TIME OF EVENT: ______________

TERMS AND CONDITIONS:

1. Batangas State University represents in the best knowledge and belief that the rented facility/ies inclusion of __________, __________ and __________ are in sound and safe condition and free of any known faults or defects which would affect its safe operation under normal use.

2. Batangas State University agrees the RENTER to use the above mentioned facility/ies for their ____________________________.

3. The RENTER agrees to pay the manpower that will be assigned directly and separately from the facilities being rented. The rate for manpower ranges from Php 54.00 to Php 100.00 per hour on Saturdays beyond their official time and Php 70.00 to Php 200.00 per hour on Sundays depending on their function.

4. The RENTER agrees to pay the total amount of ____________________________ payable on or before ____________________________.

Breakdown follows:

<table>
<thead>
<tr>
<th>PARTICULAR</th>
<th>RATE</th>
<th>AMOUNT</th>
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</thead>
<tbody>
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</tbody>
</table>

TOTAL AMOUNT: ____________________________

5. The RENTER agrees to indemnify, defend, and hold Batangas State University officers, employees, and agents harmless to and from any liabilities, costs, penalties, or expenses arising out of and/or resulting from the rental and use of the premises, including but not limited to the personal guarantee of provision, service, and dispensing of payment by RENTER. In the event, Batangas State University officers, employees and/or agents, are required to file any action in court in order to enforce any provisions of this agreement, RENTER agrees to pay Batangas State University officers, employees and/or agents, all reasonable attorney fees, court fees, and costs of suit incurred by the University including all collection expenses and interest due.

6. The RENTER warrants that nothing monetary or in kind is given to any University officers, employees and agents that is not included or beyond this agreement.

IN WITHNESS WHEREOF, The parties hereto hereby execute this Agreement on the date first above written.

__________________________________  ____________________________________
Atty. Luzviminda C. Rosales               Name of Renter
VP for Finance and Resource Generation       Position
Batangas State University               Company Name

RGO-SRST-2014
<table>
<thead>
<tr>
<th>ITEMS</th>
<th>QTY</th>
<th>UNIT PRICE</th>
<th>TOTAL AMOUNT</th>
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TOTAL:

Remarks:

Approved by: ____________________________

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<th>UNIT PRICE</th>
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TOTAL:

Remarks:

Approved by: ____________________________