

COUNCIL
Quality Manual

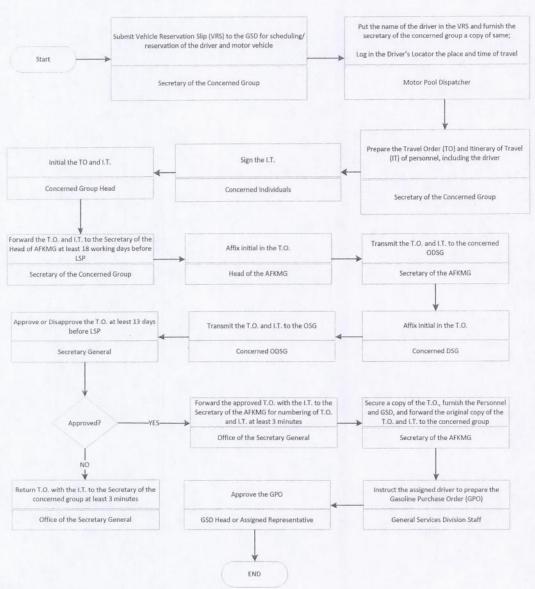
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### ADMINISTRATIVE PROCESS FOR TRAVEL ORDER



#### Abbreviations:

AFKMG - Administrative, Finance and Knowledge Management Group

DSG - Deputy Secretary General
GSD - General Services Division

ODSG - Office of the Deputy Secretary General

OSG - Office of the Secretary General

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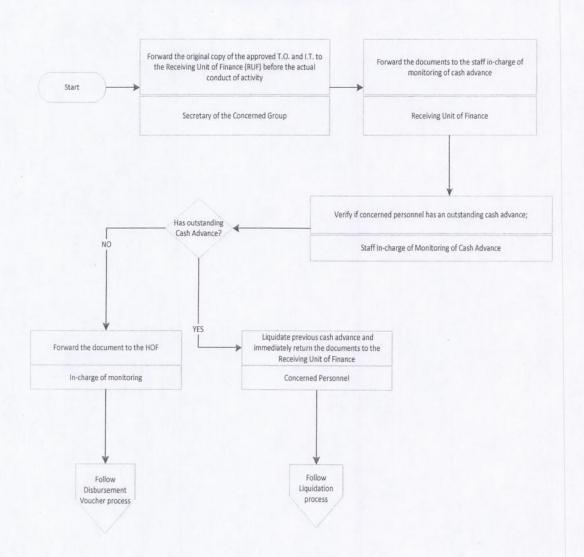
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### ADMINISTRATIVE PROCESS FOR GRANTING **CASH ADVANCE**



#### Abbreviations:

HOF

Head of Finance



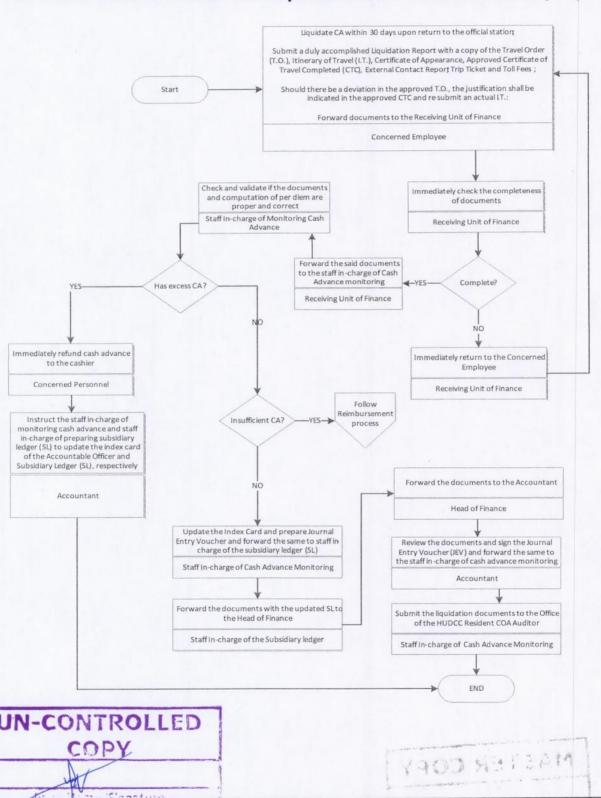
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Administrative Process for Liquidation of Cash Advance (CA)



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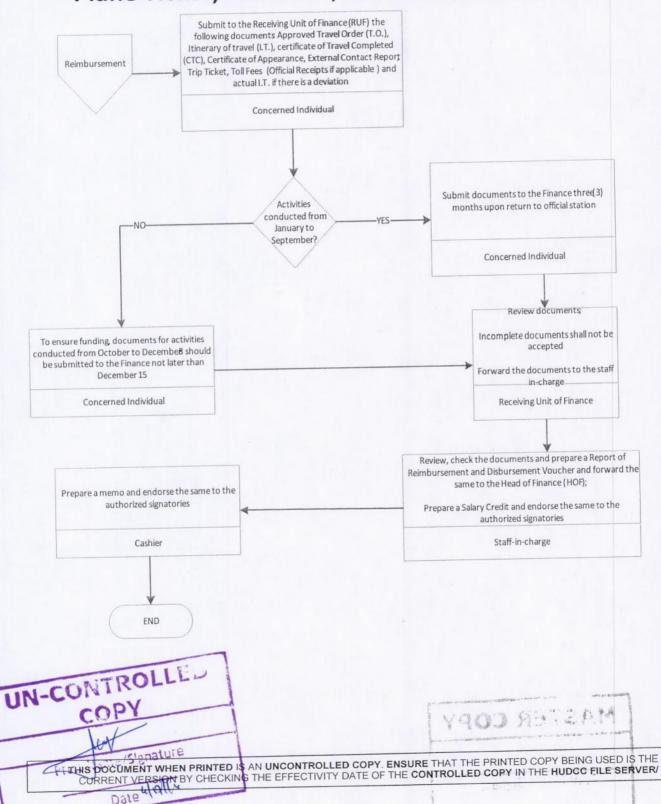
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Administrative Process for Reimbursement of Plane Ticket, Per Diem, Toll Fees and others



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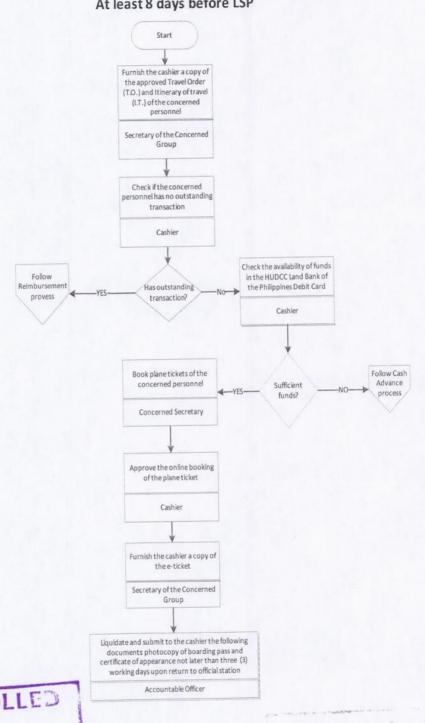


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## **ADMINISTRATIVE PROCESS FOR** ON-LINE BOOKING AND LIQUIDATION OF PLANE TICKET

At least 8 days before LSP



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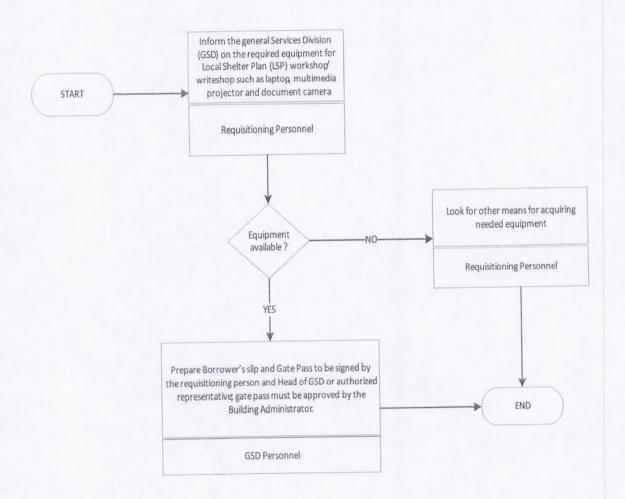
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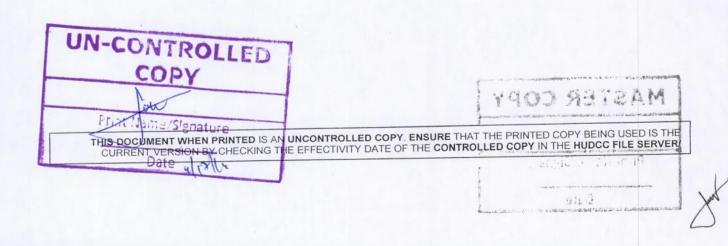
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## Administrative Process for Borrower's Slip for Office Equipment



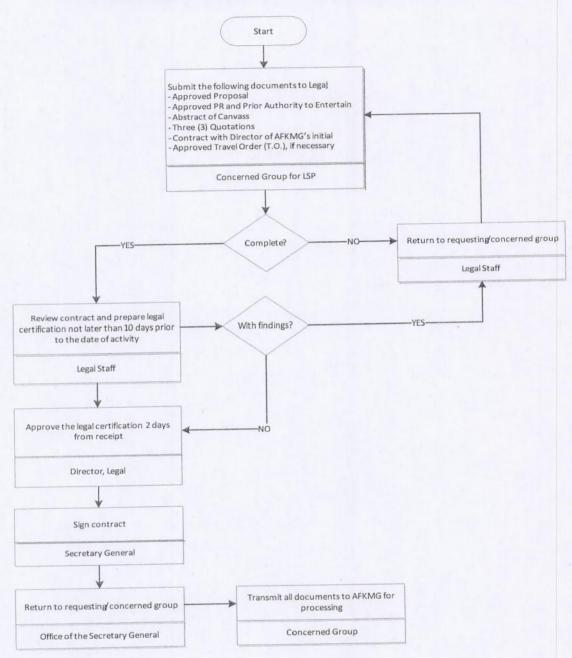




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## **Process for LSP Contracts**



#### Abbreviations:

**AFKMG** 

Administrative, Finance and Knowledge Management Group

Local Shelter Plan

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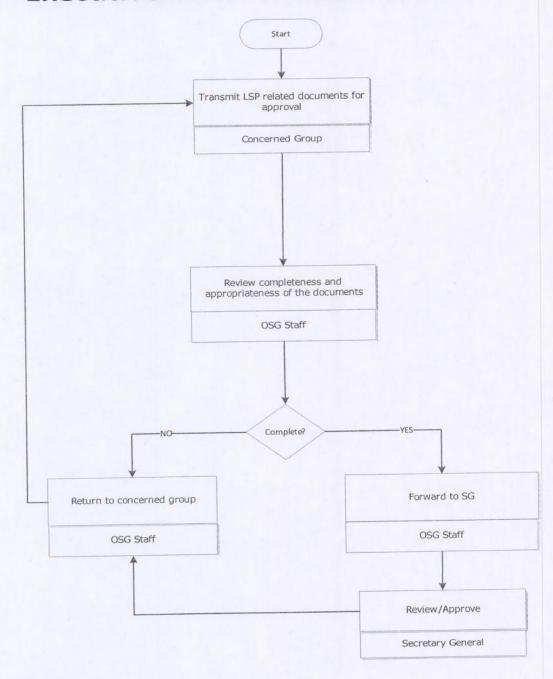
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## **Executive Office Process for LSP**



#### Abbreviations:

LOP

Local Shelter Plan

OSG

Office of the Secretary General

SG

Secretary General

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ATTY. CHITO M. CRUZ

Chairman

Date

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