

PAGASA NG PINOY MUTUAL BENEFIT ASSOCIATION, INC.

Date : April 19, 2013
To : **ALL MBA EMPLOYEES**
From : **THE PRESIDENT**
Re : **GUIDELINES & PROCEDURES OF EXPENSES**

Please be informed of the following present guidelines and procedures in securing approval of expenses for guidance:

CASH ADVANCE:

AMOUNT	LEVEL OF APPROVAL	PARTICULARS
500.00 below	Officer In-charge/Manager	Office Supplies & Others
501.00 & above	President or Treasurer	CAPEX/ other Expenditures

Training Expenses	DO & HO Staff	BRANCH MANAGER	CUO/AM/RM/ASE	FACILITATOR
Food Expenses/day Including snacks (Training)	125.00	150.00	150.00	150.00
Food Expenses/day (Travelling)	75.00	100.00	150.00	150.00


FIELD VISIT

POSITION	HOTEL ACCOMODATION OUTSIDE THE OPERATIONAL AREA			DAILY ALLOWANCE FOR BOTH OPERATIONAL AREA AND EXTERNAL AREA		
	Metropolitan	District/Head	Others	6 hrs.- 12 hrs	12 hrs.- 18 hrs.	Above 18 hrs.
President	2,500.00	1,200.00	800.00	350.00	525.00	700.00
Deputy Director	2,000.00	1,000.00	700.00	250.00	375.00	500.00
Department Managers/Division Managers	1,500.00	800.00	600.00	200.00	300.00	400.00
Officers	1,000.00	600.00	500.00	150.00	225.00	300.00

PROCUREMENT POLICY:

- All purchases above Php5, 000.00 need 3-5 quotations subject for President's approval with committee's recommendation and validation, members as follows:
 1. Atty. Rei Alessandro Diaz
 2. Mr. Genaro L. Kong
 3. Mr. Lester V. Ramos
- Printing Materials, Official Receipts, Office Supplies and other expenses (coffee, kitchen supplies, etc.) shall be course through the Admin Dept. to ensure proper procedure of purchasing.

For your information and guidance.

 4/22/13

ZENY T. DE JESUS