Policy No: ADM-POL-COMP-0010  
Policy Title: Budget Supplementary Policy  
Implementation Procedure: ACA-PROC-COMP-0006 Application for Budget Supplement Procedure  
Date of Issuance: S.Y. 2010-20011  
Effectivity: S.Y. 2010-2001 to present  
Page Number: One (1)  
Office of Origin: Comptrollership  
(Policy Expert)  
“Supersedes” Notification:  

Purpose of Policy: This policy details the provisions in the application, processing and approval of Budget Supplement.  

Detailed Policy Statement:  
- Budget Supplement applies to departments who intend to seek additional funds for their projects and activities.  
- The projects and activities that shall be applied for Budget Supplement should be included in the approved operational plan.  
- All requests for Budget Supplement should be justified by the Department Head.  
- In cases when the projects and activities are not included in the operation plan, an approved project proposal by the Rector and President is required.  
- Only the Department Head can request for Budget Realignment.  
- A department is allowed to seek Budget Supplement once every semester.  
- The Budget Officer reviews and endorses all requests for Budget Supplement.  
- The authority who will grant the final approval of Budget Supplement will be dependent on the amount of budget requested.  
  - Vice Rector for Financial Affairs – Php 100,000 and below  
  - Rector and President – Php 100,001 to 250,000  
  - Economic Council – Php 250,001 to Php 500,000  
  - Board of Trustees – Php 500,001 and up  

Applicability: All Department Heads  
Policy Approval Authority: Comptroller  
Related Policies or References: Budget Supplementary Form  
Definition:  

Approved by: [Signature]  
Asst. Prof. Angel de las Alas  

Date of Approval:  

ADM-POL-COMP-0010 | Budget Supplementary Policy  
Page 1 of 1