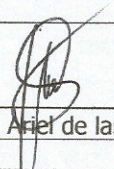


Policy No:	ADM-POL-COMP-0011
Policy Title:	Budget Performance Reporting Policy
Implementation Procedure:	
Date of Issuance:	S.Y.2010-20011
Effectivity:	S.Y. 2010-2001 to present
Page Number:	One (1)
Office of Origin: (Policy Expert)	Comptrollership
"Supersedes" Notification:	
Purpose of Policy:	This policy details the persons involved and the process in the preparation of Budget Performance Reports.
Detailed Policy Statement:	<ul style="list-style-type: none"> • The Office of the Comptroller is required to produce a monthly Budget Performance Report for each department. • The Budget Officer, assisted by the Budget Clerk, prepares the monthly Budget Performance Report. • The monthly Budget Performance Report should reach the Department Heads a week after the previous month ends. • Inconsistencies and clarifications on the monthly Budget Performance Report can be addressed by the Department Heads to the Budget Officer. • Department Heads are given a week to raise their concerns on their monthly Budget Performance Report.
Applicability:	All Department Heads
Policy Approval Authority:	Comptroller
Related Policies or References	
Definition:	
Approved by	 <hr/> Asst. Prof. Ariel de las Alas
Date of Approval	

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