GOOGLE FORM
BULSA PROCESS

15–20 WORKING DAYS

SCHOLAR'S STIPEND, BOOK ALLOWANCE, & OTHER FINANCIAL ASSISTANCE

1	2	3	4	5	6	7
DV PREPARATION	CREATING BULSA PROFILE	FOR APPROVAL	SUBMISSION OF HARD COPIES	FOR PRE-AUDIT AND APPROVAL	FOR RELEASING	SCHOLAR'S LBP ACCOUNT
DOST-ASTHRDP STAFF	BULSA ADMIN	CS, OADMAPA, DO, OVCSA	DOST-ASTHRDP STAFF	Diliman Accounting Office — DAO	Diliman Cash Office — DCO	SCHOLAR'S ACCOUNT
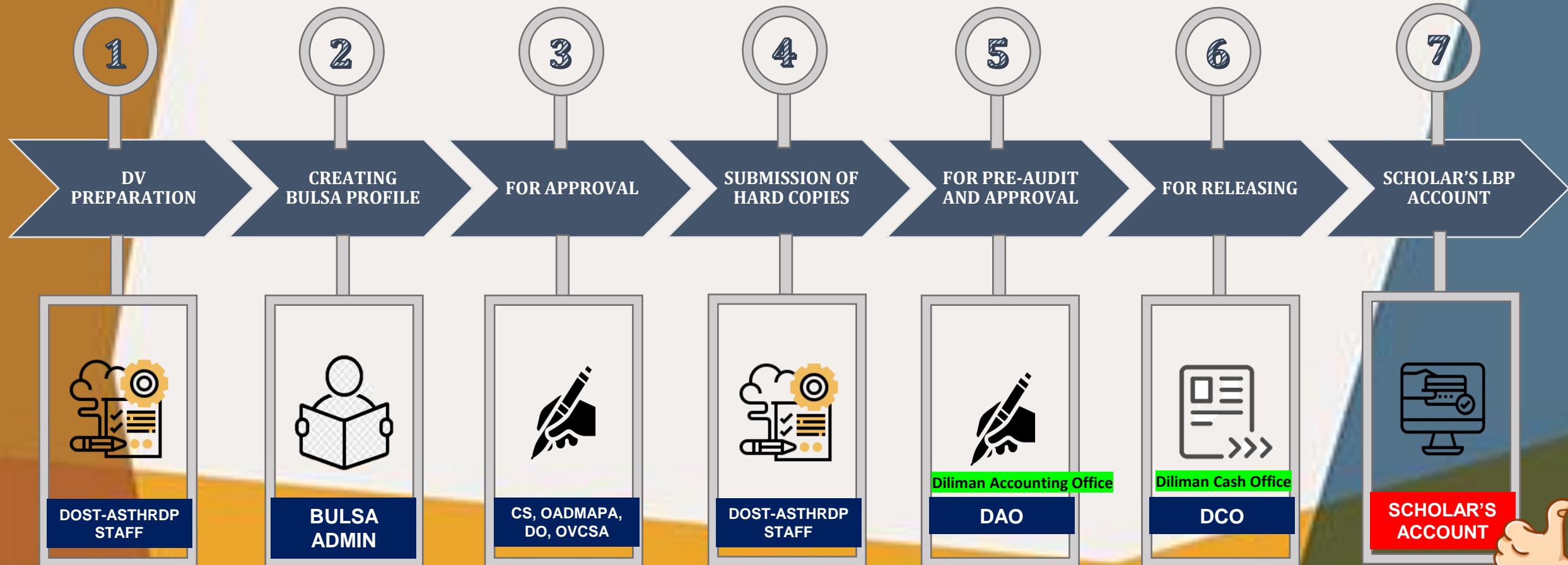
CS – College of Science
ADMAPA – Office of the Associate Dean for Mentoring, Academic Progress, and Advancement
DO – Dean's Office

OVCSA – Office of the Vice Chancellor for Student Affairs
OVCA – Office of the Vice Chancellor for Administration

BULSA PROCESS

1. **DOST STAFF** - Once BULSA profile and Landbank account has been verified, DV and BUR pertaining to the scholarship grant (i.e. stipend, thesis allowance, transportation reimbursement, SRSF, etc.) can be created.

2. **BULSA Admin** - Creating of BULSA profile.

3. **COLLEGE OF SCIENCE, ADMAPA, DO, OVCSA** - Once DV and BUR are created, approval from the designated signatories are needed.
   a. If less than PhP 50,000.00 approval from the Associate Dean for MAPA and Dean of College of Science are needed.
   b. If greater than PhP 50,000.00 approval from the Dean of College of Science and the Vice Chancellor for Student Affairs are needed.

4. **DOST STAFF** - Landbank Once DV and BUR are approved, hard copies will be submitted to the Diliman Accounting Office.

5. **Diliman Accounting Office (DAO)** -
   a. The DAO will pre-audit each DV, BUR, and other attachments.
      - *If with lacking documents - returned to unit and provide the additional attachments needed, and return to DAO.*
   b. The DAO will check the budget of each request.
   c. After budget monitoring, the DAO Director will sign the DV and then it will be transmitted to the Diliman Cash Office (DCO).

6. **Diliman Cash Office (DCO)** -
   a. Landbank account verification by the Diliman Cash Office.
   b. The DCO will create a draft in BULSA for the approval of the request which will be signed by the DCO Director.
   c. The DCO will submit all the documents to the OVCA for the approval.
   d. After signing by the OVCA the documents will return to DCO for the releasing.

7. **RELEASED TO SCHOLAR** - The request pertaining to the scholarship grant (i.e. stipend, thesis allowance, transportation reimbursement, etc.) will be disbursed.