MABALACAT CITY COLLEGE

CENTER FOR RESEARCH AND DEVELOPMENT OFFICE

PROCESS FLOW CHART

Request for Payment of Completed Research		
Flowchart	**Person-Incharge**	**Procedure**
Endorsement Letter for Payment	CRD	1. The Research Director request for payment of completed research output of the researchers to the Finance/Budget with attached list of the researchers
Budget Allotment Preparation	Finance/Budget	2. The Finance/Budget check and verify the listings together with the supporting documents and check availability of funds
Approved?	City Hall/ Finance Budget	3. Upon satisfying the requirements needed, it will be forwarded to City Hall for payment preparation
Preparation for payment	Finance/Budget	6. The City Hall prepares the payment for incentive on completed research
Release of Payment	Finance/Budget	7. The City Hall will inform the college on released of payment for completed research output
End		