



*Office of the Vice President for Administration and Finance*

March 30, 2022

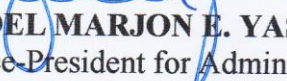
**VPAF OFFICE MEMORANDUM**

Number 9, s. 2022

**TO : ALL HEADS OF OFFICES**

**SUBJECT : TRANSACTION FLOW IN EVERY OFFICE IN COMPLIANCE WITH THE ANTI-RED TAPE ACT (ARTA)**

1. For purpose of effective and efficient management of the University operations and to improve the ease of doing business, all Heads of Offices are hereby required to submit an updated transaction flow in your respective offices in the ARTA format.
2. Kindly refer to the attached sample format for your guidance.
3. Please submit your office transaction flow on or before April 5, 2022.
4. For strict compliance.

  
**NOEL MARJON E. YASI, Psy. D.**  
 Vice-President for Administration and Finance

Correspondence ID	DGAM- OVAF-MEMO-009C		Reviewed & Authorized by	OVAF
Issue Date	03-30-2022	Issue Status	Approved by	OTUP
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