

1. Processing of Obligation Request and Status (ORS), Claims / Disbursement Vouchers (DV) and other Transactions / Preparation and Issuance of Checks and List of Due and Demandable Accounts Payable –Advice to Debit Account (LDDAP-ADA)

Office or Division:	FINANCE AND ADMINISTRATIVE DIVISION	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen	
Who May Avail:		
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Mandatory expenses	<ol style="list-style-type: none"> 1. Billing/Statement of Account 2. Purchase Order 	<ul style="list-style-type: none"> • Suppliers • General Services Unit
b. Purchase Order/Job Order/Contract		
c. TEV (Local)	<ol style="list-style-type: none"> 1. Approved Travel Order 2. Itinerary of Travel 3. Certificate of Travel Completed 4. Special Order, if applicable 5. Travel Report, 6. Certificate of Appearance, 7. Tickets, RER, Terminal Fee 	<ul style="list-style-type: none"> • Personnel Unit • Concerned Personnel • Concerned Personnel • Records Unit • Concerned Personnel • Concerned Personnel • Concerned Personnel
d. Cash Advances	<ol style="list-style-type: none"> 1. Special Order of Special Disbursing Office (SDO) 	<ul style="list-style-type: none"> • Records Unit
e. Reimbursement of Expenses	<ol style="list-style-type: none"> 1. Cash Invoice/Official Receipt/Toll fees 2. Travel Report 3. Trip Ticket 	<ul style="list-style-type: none"> • Concerned Personnel • Concerned Personnel • General Services Unit
f. Salaries of Contract of Service	<ol style="list-style-type: none"> 1. Notarized Contract 2. Duly Accomplished Daily Time Record (DTR) 3. Accomplishment Report 4. Others (Certificate of Appearance, Travel Order, Special Order if applicable) 	<ul style="list-style-type: none"> • Personnel Unit • Personnel Unit • Concerned Personnel • Concerned Personnel



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit claims / vouchers and supporting documents (SDs) together with the ORS Form for funding purposes	Receive documents. Assign Control No. in the ORS and record in the corresponding logbook Forward all the documents to the Budget Officer	None	Within one day upon receipt of the documents	Office Support Assistant
	Post all transactions in the individual ledger and internal control book by P/P/A (activities / mandatory impositions etc.), and SARO / SAA	None	Within 2 to 4 days.	Budget Officer
	Review / check allotment availability, verify completeness of documents. Otherwise, return documents to the claimants or Unit Concerned.	None	Within 2 to 5 days	Budget Officer
	Post ORS in the Registry of Allotment and Obligations (RAO) and ascertain availability of funds	None	within 2 to 5 days	Budget Officer
	Sign Box B of ORS & Forward Documents to Accounting Unit	None	Just after processing	Budget Officer
	Record in the Logbook, assign DV number and forwards DV and Supporting	None	Within the day or a day upon receipt of the vouchers	Bookkeeper



	Documents for Fund 101. Prepare index of payment for the first time claimant. If with prior payment on the same claim returns the DV, SD and ORS to the requesting Office / Party.			
	Records in the Logbook, assign DV number and forwards DV and Supporting Documents for AQMF & ERF. Prepare index of payment for the first time claimant. If with prior payment on the same claim returns the DV, SD and ORS to the requesting Office / Party.	None	Within the day or a day upon receipt of the vouchers	Office Support Staff
	Process as to completeness and contents of Supporting Documents, validity and correctness of claims, Compute and Deduct taxes applicable. (Claims with deficiency are returned to End-User or Unit Concerned)	None	3 to 5 days from receipt	Accountant III
	Review and sign Box C of DV	None	Within the day upon receipt	Accountant III
	Forward DV and SDs to the Chief, Finance & Admin.	None	Immediately After the approval of	Bookkeeper



	Division		the Accountant	
	Final Review and Recommendation for Approval by the Head of Office	None	15 – 20 minutes from receipt	Chief, Finance & Admin. Division
	Forwards DV, SD & ORS to the Cashier Unit	None	5 minutes	Office Support Staff
	Prepares: (a) Checks, Advice of Checks Issued.	None	Within 2-4 days upon receipt of the vouchers	Office Support Staff
	(b) payroll Register	None	Within a day before Pay Day	Office Support Staff
	(c) List of Due and Demandable Accounts Payable - Advice to debit Account (LDDAP-ADA)	None	Within 2 days before Pay Day	Office Support Staff
	Review and Approve / Sign prepared checks, Advice of Checks Issued, Payroll Register & LDDAP-ADA	None	15 to 20 minutes	Cashier
	Forward Checks, Advice of Checks Issued, Payroll Register & LDDAP - ADA to the Office of the RD. (LDDAP – ADA shall pass through the Accountant first to certify as to the correctness.	None	Within the day of Preparation	Office Support Staff
	Certify LDDAP – ADA	None	Within the day of Preparation	Accountant III
	Approved DV, Payroll, Checks,	None	Within 1 to 2 days upon	Regional Director



	Advice of Checks Issued, Payroll Register and LDDAP – ADA		receipt of the checks or documents	
	Immediately return then to the Cashier	None	Within the day upon approval	Secretary
	Submit approved Advice of Checks Issued Payroll Register and *LDDAP-ADA to the Bank *Directly Credited to Claimants Bank Account	None	Within the Day	Office Support Staff
	Releases Checks to Payee or Unit Concerned	None		Cashier II
TOTAL:			3 Days	