



## **FINANCIAL SERVICES (FS)**



# SUMMARY

## Financial Services (FS) External Services

PROCESSES	DURATION	CLASSIFICATION
<b>FS - Conventional Energy Resources Compliance Division / Renewable Energy Resources Compliance Division</b>		
1. Remittance of Government Share on Energy Resources Production	4 Hours	Simple

## Financial Services (FS) Internal Services

PROCESSES	DURATION	CLASSIFICATION
<b>FS - Accounting Division</b>		
1. Liquidations for Special Projects / Events/ Local and Foreign Travel (with or without refund)	3 Working Days	Simple
2. Processing of Disbursement Vouchers Related to Travels of Employees (Cash Advance and Reimbursement)	4 Working Days	Simple
3. Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Suppliers/ Contractors/ Service Providers/ Consultancy Services, Inter-Agency Fund Transfer and Others	14 Working Days	Complex
<b>FS - Budget Division</b>		
4. Processing of Request for Service (RFS) / Purchase Request (PR)	0.05 Working Days	Simple
5. Processing of Obligation Request and Status (ORS)	0.07 Working Days	Simple



# EXTERNAL SERVICES



## Remittance of Government Share on Energy Resources Production

<b>Office or Division:</b>	Conventional Energy Resources Compliance Division (CERCD)/Renewable Energy Resources Compliance Division (RERCD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Business			
<b>Who may avail:</b>	Petroleum Service Contractors (PSC)/ Coal Operating Contract Operators (COCO)/Small Scale Coal Mining Permittees (SSCMP)/Coal Trader (CT)/RE Developers (RE Dev)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1.	Covering Letter			
2.	Check/Cash/Postal Money Order			
3.	Report on Government Share			
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit remittance of government share on energy resources production	1.1. Receive/ endorse remittance			<i>Chief, Technical Audit Specialist, CERCD / RERCD</i>
	1.2 Review remittance of PSC / COCO / SSCMP / CT / RE Developers and prepare order of payment		4 Hours	<i>Senior Technical Audit Specialist/ Technical Audit Specialist II, CERCD / RERCD</i>
	1.3. Review the order of payment, initial and endorse to Director, Financial Service			<i>Chief, Technical Audit Specialist, CERCD / RERCD</i>
	1.4. Sign the order of payment			<i>Director, Financial Service</i>
	1.5. Remit to the Treasury Division			<i>Technical Audit CERCD / RERCD</i>
	1.6. Issue Official Receipt			<i>Cashier, Treasury Division</i>
	1.7 Fiscal Clerk II /Staff photocopy/ endorse Official Receipt			<i>Fiscal Clerk/Staff, CERCD / RERCD</i>

2. Receive Official Receipt				<i>Representative, PSC/COC/SSCMP/ CT/RE Dev</i>
<b>Total number of Days:</b>	<b>4 Hours</b>			



# **INTERNAL SERVICES**

## **ACCOUNTING DIVISION**



## Liquidation of Cash Advance for Special Projects/Events/Local and Foreign Travel (with or without refund)

<b>Office or Division:</b>	Accounting Division	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government to Government	
<b>Who may avail:</b>	All DOE Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>1. Project Expenses</b>		
1.1	Copy of Obligation and Request Status (ORS) to ascertain budget limitation of expenses	<i>Budget Division (BD) /Special Disbursing Officer</i>
1.2	Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund	<i>Special Disbursing Officer</i>
1.3	Bureau of Treasury issued Fidelity Bond covering cash accountability of the designated employee as SDO	<i>Bureau of Treasury</i>
1.4	For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency	<i>Special Disbursing Officer</i>
1.5	Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund.	<i>Special Disbursing Officer</i>
1.6	Detailed list of expenses	<i>Special Disbursing Officer</i>
1.7	Report of Disbursement	<i>Special Disbursing Officer</i>
1.8	Official Receipts and supporting documents of various expenses incurred	<i>Special Disbursing Officer</i>
<b>2. Local Travel Expenses</b>		
2.1	Duly Approved Travel Order	<i>Concerned employee</i>
2.2	Authority to Travel signed by concerned USEC	<i>Concerned employee</i>
2.3	Actual Itinerary of Travel duly approved by authorized officials	<i>Concerned employee</i>
2.4	Certificate of Travel Completed	<i>Concerned employee</i>
2.5	Certificate of Appearance / Attendance	<i>Concerned employee</i>
2.6	Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees	<i>Concerned employee /Airline/Bus/Ferry Company</i>



2.7 Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed	<i>Concerned employee/Hotel</i>
2.8 For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	<i>Concerned employee</i>
2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	<i>Concerned employee</i>
2.10 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	<i>Concerned employee</i>
2.11 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
2.11.1 Justification for use duly noted Division Chief	<i>Concerned employee</i>
2.11.2 Proof of Payment or RER for each fare in excess of Php 75.00	<i>Concerned employee</i>
2.11.3 Certification from local official regarding the prevailing charter rates of the place visited	<i>Concerned employee/Local official</i>
2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	<i>Concerned employee</i>
2.13 For gasoline expenses incurred:	
2.13.1 Official Receipt	<i>Concerned employee</i>
2.13.2 Copy of duly accomplished Vehicle Trip Ticket	<i>Concerned employee/GSD</i>
2.13.3 Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	<i>Concerned employee/GSD</i>
2.14 If cash advance was granted, copy of previously approved itinerary of travel	<i>Concerned employee</i>
2.15 Liquidation Report	
<b>3. Foreign Travel</b>	
3.1 Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>
3.2 Actual itinerary of travel duly approved by authorized officials	<i>Concerned employee</i>
3.3 Certificate of Travel Completed	<i>Concerned employee</i>
3.4 Certificate of Appearance/Attendance	<i>Concerned employee</i>
3.5 Plane tickets, boarding pass	<i>Concerned employee /Airline /Bus /Ferry Company</i>

3.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	<i>Concerned employee</i>
3.7 Narrative Report	<i>Concerned employee</i>
3.8 If granted cash advance, copy of previously approved itinerary of travel	<i>Concerned employee</i>
3.9 Liquidation Report	<i>Concerned Employee</i>
<b>4. Representation, Conference and Meeting Expenses</b>	
4.1 Official Receipt, Cash Invoice/Statement of Account	<i>Concerned Employee</i>
4.2 List of Attendees/guest	<i>Concerned Employee</i>
4.3 Purpose of the expense	<i>Concerned Employee</i>
4.4 Authority to incur expenses duly approved by authorized official	<i>Concerned Employee</i>
4.4.1 Canvass documents, if applicable	<i>Concerned Employee</i>
4.4.2 Abstract of quotation from at least three establishments/concessionaires	<i>Concerned Employee</i>
4.5 Quotations from at least three (3) establishments/concessionaires	<i>Concerned Employee</i>
4.6 Copy of contract, if applicable	<i>Concerned Employee</i>
<b>5. Reproduction Expenses:</b>	
5.1 Official Receipt/Invoice/ Bill	<i>Service Provider / GSD</i>
5.2 Accomplished reproduction slip showing subject and official nature of reproduction, duly approved by authorized official	<i>Service Provider / GSD</i>
<b>6. Purchase of spare parts, materials and supplies:</b>	
6.1 Official Receipt/ cash invoice	<i>Service Provider / GSD</i>
6.2 Certificate of Emergency Purchase	<i>Concerned Employee</i>
6.2.1 Certification from the Agency head or his duly authorized representative as to the necessity and justification for the emergency purchase. That the supplies are to be used in connection with the project or activity which cannot be delayed without causing detriment to the public	<i>Concerned Employee</i>
6.3 Original Requisition slip	<i>Concerned Employee</i>
6.4 Approve alternative mode of procurement	<i>Concerned Employee</i>
6.5 Canvass documents	<i>Concerned Employee</i>
6.5.1 Abstract of quotation from at least three suppliers	
6.5.2 Quotations from at least three (3) suppliers	
6.5.3 If supplier is exclusive distributor	
6.5.3.1 Certificate of exclusive distributorship	

6.5.3.2 Certificate that no suitable substitutes are available				
6.6 Inspection and Acceptance Report (IAR)		<i>Concerned Employee</i>		
6.7 For spare parts purchased and used in repair and maintenance, report of waste materials		<i>Concerned Employee</i>		
<b>7. For emergency repair and maintenance:</b>				
7.1 Official Receipt/Cash invoice		<i>Concerned Employee</i>		
7.2 Original Invoice		<i>Concerned Employee</i>		
7.3 Certificate of Emergency signed by Agency Head or authorized official		<i>Concerned Employee</i>		
7.4 Certification from the property officer saying that the equipment belongs to or is used by and under the responsibility of the agency concerned, that the repair is necessary, and that the damage (if any) is through fair, wear, and tear in the government service and not due to the fault or negligence of any employee		<i>Concerned Employee</i>		
7.5 Acceptance of work done		<i>Concerned Employee</i>		
7.6 Report of Waste Materials if the repair involved replacement of materials		<i>Concerned Employee</i>		
7.7 Warranty of the repair done by the contractor, if applicable, or for major repair		<i>Concerned Employee</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit Liquidation Report of Disbursements and Liquidation reports with supporting documents		N/A		<i>Employee Concerned</i>
	1.1 Receive and process liquidation report			<i>Clerk / Concerned Accounting Staff</i>
	1.2 Review / process liquidation papers / informs the concerned employee to pay refund. If any			<i>Accountant III, Supervising Accountant Special Assignment Section (SAS), Accounting Division (AD)</i>
	1.3 If there is a refund, will prepare order of payment before paying at the	N/A	1 day	<i>Concerned Accounting Staff/ Chief, AD/</i>

	cashier / submit receipt of payment to AD			<i>Employee Concerned</i>
	1.4 if there is no refund, certify as to correctness and completeness of liquidation report			<i>Chief, AD</i>
	1.5 Book liquidation / submit the same to COA			<i>Accountant III, Supervising Accountant</i>
2. Disbursement of Funds			2 days	<i>Treasury Division</i>
<b>Total Number of Days</b>	<b>3 Working Days</b>			



## Processing of Disbursement Voucher (DV) Related to Local and Foreign Travels (Cash Advance and Reimbursement)

<b>Office or Division:</b>	Accounting Division (AD)	
<b>Classification:</b>	Simple Transaction	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All DOE Employees	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1. Local Travel</b>		
<b>1.1 Prior to Departure</b>		
1.1.1 Copy of Obligation and Request Status (ORS)		<i>Budget Division/ Concerned Employee</i>
1.1.2 Authority to Travel signed by concerned USEC		<i>Concerned employee</i>
1.1.3 Approved Travel Order, duly numbered		<i>Concerned employee</i>
1.1.4 Itinerary of Travel duly approved by:		<i>Concerned employee</i>
1.1.4.1 The Agency Head or his duly authorized representative, for travels below 30 days		
1.1.4.2 The Agency Head for travels of more than 30 days but not exceeding 3 months		
1.1.4.3 The President for travels exceeding 3 months		
1.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance and accounted for in the book		<i>Accounting Division</i>
<b>1.2 Upon Completion of Travel:</b>		
1.2.1 Duly Approved Travel Order		<i>Concerned employee</i>
1.2.2 Authority to Travel signed by concerned USEC		<i>Concerned employee</i>
1.2.3 Actual Itinerary of Travel duly approved by authorized officials		<i>Concerned employee</i>
1.2.4 Certificate of Travel Completed		<i>Concerned employee</i>
1.2.5 Certificate of Appearance / Attendance		<i>Concerned employee</i>
1.2.6 Plane / Bus / Boat Tickets / Boarding Passes / Terminal Fees		<i>Concerned employee /Airline/Bus/Ferry Company</i>
1.2.7 Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed		<i>Concerned employee/Hotel</i>

1.2.8 For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77	<i>Concerned employee</i>
1.2.9 For land transportation expenses claimed, a certification that no government vehicle has been used, duly noted by the Division Chief	<i>Concerned employee</i>
1.2.10 For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00	<i>Concerned employee</i>
1.2.11 For chartered trips or special hires of Public Utility and garage car, launches, motorboats, extraordinary means of transportation:	
1.2.11.1 Justification for use duly noted Division Chief	<i>Concerned employee</i>
1.2.11.2 Proof of Payment or RER for each fare in excess of Php 75.00	<i>Concerned employee</i>
1.2.11.3 Certification from local official regarding the prevailing charter rates of the place visited	<i>Concerned employee/Local official</i>
1.2.12 For field guide cost, justification for services of field guides duly noted by Division Chief	<i>Concerned employee</i>
1.2.13 For gasoline expenses incurred:	
1.2.13.1 Official Receipt	<i>Concerned employee</i>
1.2.13.2 Copy of duly accomplished Vehicle Trip Ticket	<i>Concerned employee/GSD</i>
1.2.13.3 Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD)	<i>Concerned employee/GSD</i>
1.2.14 If cash advance was granted, copy of previously approved itinerary of travel	<i>Concerned employee</i>
<b>2. Foreign Travel</b>	
<b>2.1 Prior to Departure</b>	
2.1.1 Copy of ORS	<i>Budget Division/ Concerned Employee</i>
2.1.2 Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>
2.1.3 For clothing allowance claimed, Certification that no such expenses were claimed within the last 24 months	<i>Concerned employee</i>
2.1.4 Itinerary of travel duly approved by authorized official	<i>Concerned employee</i>

2.1.5 Certification from the Accountant that the concerned employee has no outstanding cash advance	<i>Concerned employee</i>
2.1.6 Letter of Invitation	<i>Concerned employee/ Host Country</i>
<b>2.2 Upon Completion of Travel:</b>	
2.2.1 Duly signed Travel Authority from the Office of the President or Authorized official	<i>Concerned employee</i>
2.2.2 Actual itinerary of travel duly approved by authorized officials	<i>Concerned employee</i>
2.2.3 Certificate of Travel Completed	<i>Concerned employee</i>
2.2.4 Certificate of Appearance/Attendance	<i>Concerned employee</i>
2.2.5 Plane tickets, boarding pass	<i>Concerned employee /Airline /Bus /Ferry Company</i>
2.2.6 Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis	<i>Concerned employee</i>
2.2.7 Narrative Report	<i>Concerned employee</i>
2.2.8 If granted cash advance, copy of previously approved itinerary of travel	<i>Concerned employee</i>

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit the duly accomplished DV with approved Obligation Request and Status (ORS) and complete supporting documents to Accounting Division.		None		<i>Requesting unit / Concerned Employee</i>
	1.1 Receive and make initial review as to correctness of the amount			<i>Accountant III, AD</i>
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)	None	2 days	<i>Accounting Staff / Clerk, AD</i>
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			<i>Chief, BD</i>

	1.4 Receive DV and certified ORS from BD			<i>Accounting Staff / Clerk, AD</i>
	1.5 Review/evaluate/process DV as to the completeness of its required documents  Note: <i>-If incomplete, return DV and ask employee concerned to comply with the requirements</i>  <i>-If complete, evaluate and process DV</i>			<i>Accountant III / Supervising Accountant, AD</i>
	1.6 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Data Encoder III</i>
	1.7 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper			<i>Chief, AD</i>
	1.8 Release the certified DVs together with its complete supporting documents to the Approving Authority			<i>Accounting Staff / Clerk, AD</i>
2. Receive DV and its supporting documents from AD		None		<i>Requesting unit / Concerned Employee</i>
	2.1 Approve DV (box D) as to approval of payment	None		<i>Head of agency/director / authorized representative</i>
3. Submit approved DV and its supporting documents to AD		None		<i>Requesting unit / Concerned Employee</i>
	3.1 Receive submitted documents and prepare LDDAP and EMDS	None	1 day	<i>Accounting Staff / Clerk, AD</i>



	3.2 Review and sign in Box I “Certified Correct” portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			<i>Chief, AD / Administrative Staff</i>
Disbursement of Funds			1 day	<i>Treasury Division</i>
<b>Total Number of Days</b>			<b>4 Working Days</b>	



## Processing of Disbursement Voucher (DV) Related to Utility and Communication Expenses, Janitorial Services, Security Services, Salaries, Suppliers/ Contractors/Service Providers/Consultancy Services, Inter-Agency Fund Transfer and Others

<b>Office or Division:</b>	Accounting Division (AD)	
<b>Classification:</b>	Complex Transaction	
<b>Type of Transaction:</b>	Government-2-Government	
<b>Who May Avail:</b>	All DOE Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Commission on Audit (COA) Circular 2012-001 dated June 14, 2012, Revised Guidelines and Documentary Requirements for Common Government Transactions. Other documentary requirements may be required for special transactions.		
2. Guidelines on Streamlining the processing of the Job Order Employees' Salary / Payroll		
<b>1. Utilities Expense (Water, Electricity, and Communication/Telephone Expenses)</b>		
1.1 Copy of Obligation and Request Status (ORS)	<i>Budget Division (BD)/ Concerned Employee</i>	
1.2 Billing Statement / Statement of Account	<i>Concerned Employee/ General Service Division (GSD)</i>	
<b>2. Janitorial / Security and other Service Provider</b>		
2.1 Copy of ORS	<i>BD / Concerned Employee</i>	
2.2 Duly signed and notarized Contract with Certificate of Availability of Funds	<i>GSD /AD</i>	
2.3 Billing Statement/Statement of Account	<i>Janitorial Service Provider</i>	
2.4 Duly Approved Daily Time Record	<i>Janitorial Service Provider / GSD</i>	
2.5 Certification of Service Rendered	<i>GSD</i>	
2.6 Duly approved attendance sheet with total no. of hours/days worked by Individual janitors	<i>Janitorial Service Provider / GSD</i>	
2.7 BAC Documents	<i>Procurement Management Division (PMD)</i>	
2.8 Authorization for payment	<i>Concerned Employee</i>	
<b>3. Salaries</b>		
<b>3.1 First Salary</b>		
3.1.1 Copy of ORS	<i>BD / Concerned Employee</i>	
3.1.2 Certified true copy of duly approved appointment	<i>Human Resources Management Division (HRMD)</i>	
3.1.3 Assignment order, if applicable	<i>HRMD</i>	
3.1.4 Certified true copy of Oath of Office	<i>HRMD / Concerned Employee</i>	
3.1.5 Certificate of Assumption	<i>Concerned Employee</i>	

3.1.6 Statement of Assets, Liabilities and net Worth	<i>Concerned Employee</i>
3.1.7 Approved DTR	<i>Concerned Employee</i>
3.1.8 Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902 and 2305)	<i>Concerned Employee</i>
3.1.9 Payroll information on New Employee	<i>Concerned Employee</i>
3.1.10 Philhealth number	<i>Concerned Employee</i>
3.1.11 Pag-ibig number	<i>Concerned Employee</i>
3.1.12 ATM Payroll account number	<i>Concerned Employee</i>
<b>3.2 Salary of individuals hired as Job order</b>	
3.2.1 Copy of ORS	<i>BD / Concerned Employee</i>
3.2.2. Contract duly signed, notarized with certificate of availability of funds	<i>HRMD / AD</i>
3.2.3 Accomplishment Report and Approved Daily Time Record	<i>Concerned Employee</i>
3.2.4 Philhealth number	<i>Concerned Employee</i>
<b>4. Cash Advance Revolving Fund for Field Project Expenses, Setting Up of Special -Purpose Petty Cash/Impress Fund</b>	
4.1 Copy of ORS	<i>BD / SDO</i>
4.2 Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund	<i>SDO</i>
4.3 Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as SDO	<i>BTR</i>
4.4 For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency	<i>SDO</i>
4.5 Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund.	<i>SDO</i>
<b>5. Job Order for Repair and Maintenance</b>	
5.1 Copy of ORS	<i>BD / Concerned Employee</i>
5.2 Duly signed Purchase Order	<i>Concerned Employee</i>
5.3 Pre-repair Evaluation/Inspection Report	<i>Concerned Employee</i>
5.4 Approved Job Order Request	<i>Concerned Employee</i>
5.5 BAC Resolution	<i>PMD</i>
5.6 Warranty Certificate, if applicable	<i>Service Provider</i>

<b>6. Discretionary/ Representation/ conference/ entertainment and meeting expense</b>				
6.1 Copy of ORS		<i>BD / Concerned Employee</i>		
6.2 Official Receipt, Cash Invoice/Statement of Account		<i>Concerned Employee</i>		
6.3 List of Attendees/guest		<i>Concerned Employee</i>		
6.4 Purpose of the expense		<i>Concerned Employee</i>		
6.5 Authority to incur expenses duly approved by authorized official		<i>Concerned Employee</i>		
6.6 Approve alternative mode of procurement, if applicable		<i>Concerned Employee</i>		
6.7 Certificate of expense by the official concerned (for discretionary)		<i>Concerned Employee</i>		
<b>7. Gasoline/ Fuel/ Oil/ Lubricants</b>				
7.1 Copy of ORS		<i>BD / Concerned Employee</i>		
7.2 Billing Statement/ Statement of Account		<i>Concerned Employee</i>		
7.3 Vehicle Trip Ticket		<i>Concerned Employee</i>		
7.4 Requisition & Issue Slip		<i>Concerned Employee</i>		
7.5 Consultancy Service, if applicable		<i>Concerned Employee</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare and submit the duly accomplished DV with approved Obligation Request and Status (ORS) and complete supporting documents to Accounting Division.		None		<i>Requesting unit / Concerned Employee</i>
	1.1 Receive and make initial review as to correctness of the amount			<i>Accountant III, AD</i>
	1.2 Endorse DV, ORS and its supporting documents to Budget Division (BD)	None	7 days	<i>Accounting Staff / Clerk, AD</i>
	1.3 Certify ORS as to availability of appropriations and fund obligation (box B)			<i>Chief, BD</i>

	1.4 Receive DV and certified ORS from BD			<i>Accounting Staff / Clerk, AD</i>
	1.7 Review/evaluate/process DV as to the completeness of its required documents  Note: <i>-If incomplete, return DV and ask employee concerned to comply with the requirements</i>  <i>-If complete, evaluate and process DV</i>			<i>Accountant III / Supervising Accountant, AD</i>
	1.8 Compute for applicable taxes, if any			<i>Accountant III</i>
	1.9 Prepare Certificate of Taxes Withheld (BIR Form 2306/2307), if applicable			<i>Accountant III</i>
	1.10 Indicate and record the DV date, number, particulars and amount in individual index of payment			<i>Data Encoder III</i>
	1.9 Certify DV (Box C) of as to availability of cash, completeness of documents and if amount claimed proper			<i>Chief, AD</i>
	1.10 Release the certified DVs together with its complete supporting documents to the Approving Authority			<i>Accounting Staff / Clerk, AD</i>
2. Receive DV and its supporting documents from AD		None	<i>(not included in the total no. of days)</i>	<i>Requesting unit / Concerned Employee</i>
	2.1 Approve DV (box D) as to approval of payment	None		<i>Head of agency/ director / authorized representative</i>

3. Submit approved DV and its supporting documents to AD		None		<i>Requesting unit / Concerned Employee</i>
	<p>3.1 Receive submitted documents and check if the creditors/payees have a current or savings account (CA/SA) with authorized MDS-GSB.</p> <p>-If with existing account, prepare EMDS</p> <p>-If none, issue a Letter of Introduction (LOI) for the opening of account and prepare LDDAP when accomplished.</p> <p>-Once, creditors are included in the LDDAP, request for a provisional receipt, subject to replacement of OR immediately after actual receipt of payment</p>	None	7 days	<i>Administrative Aide VI / Clerk, AD</i>
	3.2 Review and sign in Box I "Certified Correct" portion of LDDAP-ADA / EMDS and forward to the authorized approving officer			<i>Chief, AD / Administrative Staff</i>
Disbursement of Funds				<i>Treasury Division</i>
<b>Total Number of Days</b>		<b>14 working days</b>		



## **BUDGET DIVISION (BD)**



## Request for Services (RFS) / Purchase Request (PR)

<b>Office or Division:</b>	Budget Division (BD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	All DOE Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Activity		Concerned Employee		
2. Department of Budget and Management (DBM) approved Capital Outlay (CO)		Budget Division		
3. Quotations		Concerned Employee		
4. Distribution List (if applicable)		Concerned Employee		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare Request for Services / Purchase Request based on programmed activities and or approved appropriations		None		<i>Requesting Employee</i>
2. Submit approved and numbered RFS/PR together with its supporting documents				<i>Requesting Employee</i>
	1.1 Receive RFS/PR and review as to completeness of documents		5 minutes upon receipt of documents	<i>Staff Budget Division</i>
	1.2 Evaluate / Process RFS/PR as to completeness and correctness of documents and check if the programmed activities of the unit is approved and or		5 minutes	<i>Budget Officer</i>



	DBM approved CO and with available allotment			
	1.3 Review RFS/PR as to correctness of supporting documents and evaluate cost estimates based on quotation submitted and or fair market study		8 minutes	<i>Supervising Budget Officer</i>
	1.4 Approve funding allocation for RFS/PR		5 minutes	<i>Chief, BD</i>
	1.5 Record to outgoing logbook the signed RFS/PR route and receive by the requesting party		2 minutes	<i>Staff Budget Division</i>
<b>Total Number of Days</b>		<b>0.05 Working Day</b> (25 Minutes)		



## Obligation Request and Status (ORS)

<b>Office or Division:</b>	Budget Division (BD)			
<b>Classification:</b>	Simple Transaction			
<b>Type of Transaction:</b>	Government-2-Government			
<b>Who May Avail:</b>	All DOE Employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Travel Order / Authority		Provided by the Employee		
2. Approved Itinerary				
3. Approved Training Order				
4. Receipts of Transportation Expenses Related to Travel				
5. Approved Contract / Purchase Order, Appointment, etc.				
6. Statement of Account / Billings				
7. Attendance Sheet				
8. Payroll				
9. Authorization for payment				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD		None		<i>Requesting Employee</i>
	1.1 Receive ORS and record to incoming logbook for ORS		5 minutes upon receipt of documents	<i>Staff Budget Division</i>
	1.2 Evaluate/Process ORS as to completeness of documents and check for availability of funds per object of expenditures		5 minutes	<i>Budget Officer</i>

	1.3 Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		3 minutes	<i>Budget Officer</i>
	1.4 Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS) / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO)	None	3 minutes	<i>Budget Officer</i>
	1.5 Review as to correctness, completeness, and availability of funds		3 minutes	<i>Supervising Budget Officer</i>
	1.6 Encode ORS to Payment Monitoring System		5 minutes	<i>Budget Officer</i>
	1.7 Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		5 minutes	<i>Chief, BD</i>
	1.8 Record ORS to outgoing logbook and transmit to Accounting Division		5 minutes	<i>Staff Budget Division</i>
<b>Total Number of Days</b>			<b>0.07 Working Day</b> (34 Minutes)	