







**CITIZEN'S CHARTER NO. 15a PROCESSING OF DISBURSEMENT VOUCHER (DV)**

This Service is made upon request of DENR personnel, contractors, suppliers and service providers for payment of valid claims.

<b>Office or Division:</b>	Accounting Section, Finance Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C - Government to Citizen
<b>Who my avail:</b>	Internal: Permanent Employees of DENR-NCR External: Contractors, Suppliers and Service Providers

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
<p>1. Disbursement Voucher (DV)</p> <p>c. Job Order (J.O)</p> <p>c.1 Repair of Vehicle/Equipment/Facilities</p> <ol style="list-style-type: none"> <li>1. Purchase Request</li> <li>2. Request for Repair</li> <li>3. Pre-Repair Inspection Report</li> <li>4. BAC Resolution</li> <li>5. Abstract of Qoutations</li> <li>6. Qoutations</li> <li>7. Post Repair Inspection Report</li> <li>8. Certificate of Acceptance</li> </ol> <p>c.2 Printing</p> <ol style="list-style-type: none"> <li>1. Purchase Request</li> <li>2. Camera ready of document to be printed</li> <li>3. BAC Resolution</li> <li>4. Abstract of Qoutations</li> <li>5. Qoutations</li> <li>6. Inspection Report of Inspection and Acceptance Committee (IAC)</li> <li>7. Certificate of Acceptance</li> </ol> <p>d. Agency Procurement Request (APR)</p> <ol style="list-style-type: none"> <li>1. Purchase Request</li> </ol> <p>e. Contract</p> <ol style="list-style-type: none"> <li>1. Notarized Contract</li> <li>2. Purchase Request</li> <li>3. Terms of Reference</li> <li>4. Letter Intent/Proposal</li> <li>5. Curriculum Vitae</li> <li>6. Letter Request for Payment (for Resource Person/</li> </ol> <p>7. Evaluation Report (for Resource Person/ Documentator/ Facilitator)</p> <ol style="list-style-type: none"> <li>8. Certificate of Acceptance</li> </ol> <p>f. Government Share for Mandatory Deductions</p> <ol style="list-style-type: none"> <li>1. List of Personnels with corresponding amount of government share</li> </ol> <p>g. TEV (Local)</p> <ol style="list-style-type: none"> <li>1. Approved Travel Order</li> <li>2. Itinerary</li> <li>3. Special Order, if applicable</li> <li>4. (Additional Requirement for Reimbursement) Travel Report, Certificate of Travel Completed, Certificate of Appearance, Tickets, Boarding Pass, Terminal Fee, Ticket/Stub, DTR, OR, Certificate of Expenses Not Requiring Receipts</li> </ol> <p>h. Cash Advances</p> <ol style="list-style-type: none"> <li>1. Special Order of SDO/Allotment Letter</li> <li>2. Certificate of No Unliquidated Cash Advance</li> </ol> <p>i. Replenishment of Cash Advances (See Annex B)</p> <p>j. Salaries of Contract of Service</p> <ol style="list-style-type: none"> <li>1. Notarized Contract</li> <li>2. Duly accomplished Daily Time Record (DTR)</li> <li>3. Accomplishment Report</li> <li>4. S.O., if applicable</li> </ol>	<p>Requesting Party</p>

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Budget Section and End-User to submit all required documents to the Accounting Section	Record in Logbook, assign DV number and forward DV with Supporting Documents to concerned Accounting Staff	None	5 mins.	Receiving/Releasing Personnel  ANAMARIE PASCUAL Administrative Assistant III
	Process DV as to completeness of Supporting Documents, validity and correctness of claims. Compute and deduct applicable taxes. Prepare Certificate of Tax Withheld.	None	Simple- 20 mins. Semi-complex- 45 mins. to 1 hr. Complex (for research, guidelines, ruling, etc.)-3 hrs.	Accounting Staff  MA. CECELIA Q. DORMAL Administrative Assistant II
	Review and sign Box A of DV	None	20 mins.	Chief, Accounting Section  MA. MELISSA T. BACANI Accountant III
	Forward/Release DV and Supporting Documents to the approving Official.	None	5 mins.	Receiving/Releasing Personnel  ANAMARIE PASCUAL Administrative Assistant III
	Signs Box B of DV based on Manual of Authorities	None	10 mins.	Approving Official
	Release DV with supporting documents to Accounting/Cashier Section for preparation of LDDAP-ADA or Check as the case may be.	None	10 mins.	Receiving/Releasing Personnel of the Approving Authority