












CITIZEN'S CHARTER NO. 14 PROCESSING OF OBLIGATION REQUEST AND STATUS (ORS)-ONE TIME PER CLAIM

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

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

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1-12 depending on the kind of transaction/payable	Requesting Party
c. Job Order (J.O) c.1 Repair of Vehicle/Equipment/Facilities 1. Purchase Request 2. Request for Repair 3. Pre-Repair Inspection Report 4. BAC Resolution 5. Abstract of Qoutations 6. Qoutations 7. Post Repair Inspection Report 8. Certificate of Acceptance c.2 Printing 1. Purchase Request 2. Camera ready of document to be printed 3. BAC Resolution 4. Abstract of Qoutations 5. Qoutations 6. Inspection Report of Inspection and Acceptance Committee (IAC) 7. Certificate of Acceptance d. Agency Procurement Request (APR) 1. Purchase Request e. Contract 1. Notarized Contract 2. Purchase Request 3. Terms of Reference 4. Letter Intent/Proposal 5. Curriculum Vitae 6. Letter Request for Payment (for Resource Person/ Documentator/Facilitator 7. Evaluation Report (for Resource Person/ Documentator/ Facilitator) 8. Certificate of Acceptance f. Government Share for Mandatory Deductions 1. List of Personnels with corresponding amount of government share g. TEV (Local) 1. Approved Travel Order 2. Itinerary 3. Special Order, if applicable 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 h. Cash Advances 1. Special Order of SDO/Allotment Letter 2. Certificate of No Unliquidated Cash Advance i. Replenishment of Cash Advances (See Annex B) j. Salaries of Contract of Service 1. Notarized Contract 2. Duly accomplished Daily Time Record (DTR) 3. Accomlishment Report 4. S.O., if applicable	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submits claims with complete supporting documents to Budget Section for funding purposes	Receives and records in the logbook all transactions needing Obligations and forward documents to concerned processor (Budget Officer)	None	5 mins.	Receiving/Releasing Personnel  ANAMARIE PASCUAL Administrative Assistant III
	Reviews, checks fund availability and allotment, verify completeness of documents, records and assigns number in the ORS Control Book and prepare ORS	None	15 mins.	Processor (Budget Officer)  ANAMARIE PASCUAL Administrative Assistant III  XERES H. CASTILLO Administrative Officer IV  MARITES A. ALBA Administrative Officer IV  MYLYN G. MENDOZA Administrative Officer II  JANINE ERIKA C. TANCIO Administrative Officer II

	Records and forwards documents to End-User Within the Building Outside the Building	None	10 mins. depends on location	Receiving/Releasing Personnel  ANAMARIE PASCUAL Administrative Assistant III
Receives ORS with the complete supporting documents from Budget Section for signature on Box A				
Signs Box A of ORS				
Releases ORS with complete supporting documents to the Budget Section	Receives forwarded documents from End-User, records and forwards to the Chief Budget Section for signature of Box B	None	5 mins.	Receiving/Releasing Personnel
	Reviews and Sign Box B of ORS in accordance with Manual of Approval	None	5 mins.	Chief, Budget Section  MARITES G. RODRIGUEZ Administrative Officer V
	Records and forwards the documents to Accounting Section	None	10 mins.	Receiving/Releasing Personnel  ANAMARIE PASCUAL Administrative Assistant III