

GABAY NG MAMAMAYAN BILANG CO-AF-05-06-07.
PAGPOPROSESO NG PAGBABAYAD NG MGA CLAIMS
(CITIZEN'S CHARTER NO. CO-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS)

Ang prosesong ito ay kasama sa pagpoproseso ng Obligation Request and Status (ORS) at Disbursement Voucher (DV), at paghahanda at pagpoproseso at pag-iisyu ng Tseke/LDDAP-ADA at nararapat na Advices. Ang prosesong ito ay ginagamit para bayaran ang obligasyon ng Kagawaran ng Kapaligiran at Likas na Yaman sa mga Tauhan, indibidwal, ahensiya o creditor para sa mga kalakal na binili at serbisyong ipinagkaloob.

(This process includes processing of Obligation Request and Status (ORS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered.)

Opisina o Dibisyon (Office or Division):	Dibisyon ng Akawnting at Badyet-Serbisyo ng Pamamahala at Pananalapi, Seksiyon ng Cashier-Dibisyon ng Lingkurang Panlahat – Lingkurang Pang Administratibo, Sentral na Opisina ng Kagawaran ng Kapaligiran at Likas na Yaman (Accounting and Budget Divisions-Financial and Management Service, Cashier Section-General Services Division-Administrative Service, DENR Central Office)
Klasipikasyon (Classification):	Kompleks (Complex)
	Lubhang Teknikal (Highly Technical)
Sino ang maaring makakuha (Who may avail):	Internal: Sentral na Opisina ng Kagawaran ng Kapaligiran at Likas na Yaman, Panrehiyong Opisina, PENR at CENR na mga Opisina, Kawanihan (kasama ang Sentral at Panrehiyong mga Opisina), at Pinuno ng mga Ahensiyang Kaugnay (Internal: DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies) Eksternal: Mga Creditor, Contractor, Supplier at Service Provider at mga Consultant (External: Creditors, Contractors, Suppliers and Service Providers and Consultants)

TSEKLIST NG MGA KAHINGIAN (CHECKLIST OF REQUIREMENTS)	SAAN KUKUNIN (WHERE TO SECURE)
Pangkalahatang Kahingian (General Requirements)	
Disbursement Voucher (DV), kung naaayon - 3 Orihinal na Kopya (Disbursement Voucher (DV), if applicable - 3 Original Copies)	Humihiling na Kliyente (Requesting Party)
Obligation Request and Status (ORS) - 3 Orihinal na Kopya (Obligation Request and Status (ORS) - 3 Original Copies)	Humihiling na Kliyente (Requesting Party)
1. Mga Gastusin sa Paglalakbay (Travelling Expenses)	
A. Lokal na Paglalakbay (Local Travel)	
<ul style="list-style-type: none"> • Aprobadang Travel Order - 1 Orihinal na kopya (Approved Travel Order - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Itinerary of Travel - 1 Orihinal na kopya (Itinerary of Travel - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Air Ticket Travel Order, kung naaayon - 1 Photocopy (Air Ticket Travel Order, if applicable - 1 Photocopy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Tanging Atas, kung naaayon - 1 Photocopy (Special Order, if applicable - 1 Photocopy) 	Humihiling na Tauhan /Human Resource Development Service (Concerned Employee/Human Resource Development Service)
Karagdang mga kahingian para sa Reimbursement (Additional Requirements for Reimbursement)	
Certificate of Travel Completed - 1 Orihinal na kopya (Certificate of Travel Completed - 1 Original copy)	Humihiling na Tauhan (Concerned Employee)
Certificate of Appearance - 1 Orihinal na kopya (Certificate of Appearance - 1 Original copy)	Humihiling na Tauhan/Pinuno ng Opisina-Lugar na Pupuntahan (Concerned Employee/Head of Office-Place of Destination)
Papel/Elektronikong Ticket ng Eropiano, kung naaayon - 1 Orihinal na kopya (Paper/Electronic Plane Ticket, if applicable - 1 Original copy)	Humihiling na Tauhan /Airline Company (Concerned Employee /Airline Company)
Ticket ng Barko/Bangka o Bus, kung naaayon - 1 Orihinal na	Humihiling na Tauhan /Ticketing Office

kopya (Boat or Bus Tickets, if applicable - 1 Original copy)	(Concerned Employee /Ticketing Office)
Taksi o Resibo ng Transportasyon - 1 Orihinal na kopya (Taxi or Transport Receipts - 1 Original copy)	Humihiling na Tauhan /Drayber ng Taxi (Concerned Employee /Taxi Driver)
Boarding Pass - 1 Orihinal na kopya (Boarding Pass - 1 Original copy)	Humihiling na Tauhan /Airline Company (Concerned Employee /Airline Company)
Ticket/Stubs ng Terminal Fee - 1 Orihinal na kopya (Terminal Fee Tickets/Stubs - 1 Original copy)	Humihiling na Tauhan /Airline Company (Concerned Employee /Airline Company)
“Annex A” Sertipikasyon ng mga Gastusin na hindi nangangailangan ng resibo, kung naaayon - 1 Orihinal na kopya (“Annex A” Certification of Expenses not Requiring Receipts, if applicable - 1 Original copy)	Humihiling na Tauhan (Concerned Employee)
Trip Ticket, kung naaayon - 1 sinertipikahang Tunay na Kopya (Trip Ticket, if applicable - 1 certified true copy)	Dibisyon ng Lingkurang Panlahat (General Services Division (GSD))
B. Paglalakbay sa Ibang Bansa (Foreign Travel)	
<ul style="list-style-type: none"> Aprobadong Travel Authority - 1 Orihinal na kopya (Approved Travel Authority - 1 Original copy) 	<p>Opisina ng Kalihim (para sa mga Pangalawang Kalihim at pababa hanggang sa mga Tauhan) (Office of the Secretary (for DENR Undersecretaries down to Employees))</p> <p>Opisina ng Pangulo (para sa Kalihim) (Office of the President (for the Secretary))</p>
<ul style="list-style-type: none"> Aprobadong Itinerary of Travel - 1 Orihinal na kopya (Approved Itinerary of Travel - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> Liham Paanyaya mula sa Host country - 1 Orihinal na kopya (Letter of Invitation of Host/Sponsoring country - 1 Original copy) 	Host Country (Host Country)
<ul style="list-style-type: none"> Flight Itinerary - 1 Orihinal na kopya (Flight Itinerary - 1 Original copy) 	Airline Company/Ticketing Office/Travel Agency (Airline Company/Ticketing Office/Travel Agency)

<ul style="list-style-type: none"> • Awtorisasyon mula sa Opisina ng Pangulo para mag-claim ng mga gastos sa representasyon, kung naaayon - 1 Orihinal na kopya (Authority from the Office of the President to claim representation expenses, if applicable - 1 Original copy) 	Opisina ng Pangulo (Office of the President)
<ul style="list-style-type: none"> • Sertipiko ng Appearance/Attendance - Orihinal na kopya (Certificate of Appearance/Attendance - Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Sertipiko ng Travel Completed - Orihinal na kopya (Certificate of Travel Completed - Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Ticket ng Eroplano, kung naaayon - 1 Orihinal na kopya (Plane Ticket, if applicable - 1 Original copy) 	Humihiling na Tauhan/Airline Company (Concerned Employee /Airline Company)
<ul style="list-style-type: none"> • Boarding Pass, kung naaayon - 1 Orihinal na kopya (Boarding Pass, if applicable - 1 Original copy) 	Humihiling na Tauhan/Airline Company (Concerned Employee /Airline Company)
<ul style="list-style-type: none"> • Daily Subsistence Allowance - 1 Photocopy (Daily Subsistence Allowance (DSA) Rate - 1 Photocopy) 	International Civil Service Commission (ICSC) of United Nations (International Civil Service Commission (ICSC) of United Nations)
<ul style="list-style-type: none"> • Naratibong Ulat sa Partisipasyon - 1 Orihinal na kopya Narrative Report on Participation - 1 Original copy 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Mga bill/resibo para sa non-commutable na gastos sa representasyon na aprobado ng Pangulo - 1 Orihinal na kopya (Bills/receipts for non-commutable representation expenses approved by the President - 1 Original copy) 	Humihiling na Kliyente/Claimant (Requesting Party/Claimant)
2. Catering at Mga Gastusin sa Akomodasyon (Catering and Accommodation Expenses)	
A. Pagsasanay/Seminar/Workshop (Training/Seminar/Workshop)	
<ul style="list-style-type: none"> • Aprobadong Purchase Request - 1 Orihinal na kopya (Approved Purchase Request - 1 Original copy) 	Humihiling na Kliyente/Opisinang Nakakasakop/Lingkurang Pang Administratibo (Requesting Party/Concerned Office/Administrative Service)

<ul style="list-style-type: none"> • Notice of Award - 1 Orihinal na kopya (Notice of Award - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Aprobadong Notaryadong Kontrata - 1 Orihinal na kopya (Approved Notarized Contract - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Notice to Proceed - 1 Orihinal na kopya (Notice to Proceed - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Resolusyon ng Komite ng Bids at Awards - 1 Orihinal na kopya (Bids and Awards Committee Resolution - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Aprobadong Notice of Meeting/Tanging Atas - 1 Orihinal na kopya (Signed Notice of Meeting/Special Order - 1 Original copy) 	End –User (End–User)
<ul style="list-style-type: none"> • Tatlong (3) Quotation (para sa transaksyon na higit sa P50,000 ang supplier ay dapat rehistrado na may posting sa PHILGEPS - 1 Orihinal na kopya (Three (3) Quotation (for transactions above P50,000.00 supplier must be PHILGEPS registered with posting) - 1 Original copy) 	End –User/Service Providers, o Dibisyon ng Pamamahala sa Ari-arian at Suplay (End –User/ Service Providers, or Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Abstract of Quotation - 1 Orihinal na kopya (Abstract of Quotation - 1 Original copy) 	Humihiling na Kliyente/Opisinang Nakakasakop (Requesting Party/Concerned Office)
<ul style="list-style-type: none"> • Attendance Sheet na may Gawain/Petsa/lugar na sinertipikahan ng Humihiling na Kliyente - 1 Orihinal na kopya (Attendance Sheet with Heading/Event/Date/Venue certified by the Requesting Party - 1 Original copy) 	End –User (End–User)
<ul style="list-style-type: none"> • Sertipiko ng Acceptance na nilagdaan ng Humihiling na Kliyente - 1 Orihinal na kopya (Certificate of Acceptance signed by the Requesting Party - 1 Original copy) 	End –User (End–User)

<ul style="list-style-type: none"> Billing Statement/Sales Invoice/Statement ng account/ Official Receipt - 1 Orihinal na kopya (Billing Statement/Sales Invoice/Statement of Account/Official Receipt - 1 Original copy) 	Service Provider (Service Provider)
<ul style="list-style-type: none"> Aprobadong Project Procurement Management Plan (PPMP) - 1 Photocopy (Approved Project Procurement Management Plan (PPMP) - 1 Photocopy) 	End –User (End–User)
<ul style="list-style-type: none"> Catering Agreement ng Pagkain (para sa mga transaksyon na may halagang higit sa P50,000.00 ay dapat notaryado) - 1 Orihinal na kopya (Catering Agreement (for transactions above P50,000.00 must be notarized) - 1 Original copy) 	Seksiyon ng Pamamahala sa Ari-arian, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property Management Section, PSMD)
<ul style="list-style-type: none"> Kopya ng PHILGEPS Document Request List (DRL)/Posting Reference Number/Award Notice Abstract - 1 computer generated (Copy of PHILGEPS Document Request List (DRL)/Posting Reference Number/Award Notice Abstract - 1 computer generated) 	Seksiyon ng Pamamahala sa Ari-arian, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property Management Section, PSMD)
B. Catering Services sa Pagkain na Gagamitin sa Meeting (Catering Services for Meeting)	
<ul style="list-style-type: none"> Aprobadong Notice of Meeting - 1 Orihinal na kopya Approved Notice of Meeting - 1 Original copy) 	End –User (End –User)
<ul style="list-style-type: none"> Purchase Request - 1 Orihinal na kopya (Purchase Request - 1 Original copy) 	End –User (End –User)
<ul style="list-style-type: none"> Kasunduan sa Serbisyo - 1 Orihinal na kopya (Service Agreement - 1 Original copy) 	Service Provider (Service Provider)

<ul style="list-style-type: none"> Hindi bababa sa tatlong (3) Quotation na sinertipikahan ng Humihiling na Kliyente - 1 Orihinal na kopya (At least three (3) Quotation, certified by the Requesting Party - 1 Original copy) 	End –User/Service Providers (End –User/Service Providers)
<ul style="list-style-type: none"> Abstract of Quotation na nabatid ng Pinuno ng Opisina at aprobado ng Direktor o mas nakakataas - 1 Orihinal na kopya (Abstract of Quotation duly noted by Head of Office and Approved by Director’s Level - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Sertipiko ng Acceptance na Nilagdaan ng Humihiling na Kliyente - 1 Orihinal na kopya (Certificate of Acceptance signed by the Requesting Party - 1 Original copy) 	End –User (End–User)
<ul style="list-style-type: none"> Sales or Charge Invoice/Statement ng Account - 1 Orihinal na kopya (Sales or Charge Invoice/Statement of Accounts - 1 Original copy) 	Service Providers (Service Providers)
<ul style="list-style-type: none"> Attendance Sheet na sinertipikahan ng Humihiling na Kliyente - 1 Orihinal na kopya (Attendance Sheet certified by the Requesting Party - 1 Original copy) 	End –User (End–User)
<ul style="list-style-type: none"> Aprobadong Project Procurement Management Plan (PPMP) - 1 Photocopy (Approved Project Procurement Management Plan (PPMP) - 1 Photocopy) 	End –User (End–User)
C. Bayad sa Rehistro (Registration Fee)	
<ul style="list-style-type: none"> Liham Paanyaya - 1 Orihinal na kopya, o printed copy of email (Letter Invitation - 1 Original copy , or printed copy of email) 	Service Provider o End-User (Service Provider or End-User)

<ul style="list-style-type: none"> Tanging Atas - 1 Photocopy (Special Order - 1 Photocopy) 	Kalihim o Pangalawang Kalihim, Sentral na Opisina ng Kagawaran ng Kapaligiran at Likas na Yaman, o End-user (Secretary or Undersecretary, DENR Central Office, or End-user)
3. Mga Gastusing Mandatoryo (Mandatory Expenses)	
A. Tubig at Koryente (Water and Electricity)	
<ul style="list-style-type: none"> Billing Statement/Statement ng account - 1 Orihinal na kopya (Billing Statement/Statement of Account - 1 Original copy) 	Service Provider ng Koryente at Tubig (Meralco at Manila Water) (Electricity and Water Service Provider (Meralco and Manila Water))
B. Komunikasyon/Telepono (Communication/Telephone Expenses)	
<ul style="list-style-type: none"> Billing Statement/Statement ng Account - 1 Orihinal na kopya (Billing Statement/Statement of Account - 1 Original copy) 	Service Provider ng Telekomunikasyon (halimbawa: PLDT/Smart/Globe) (Telecommunication Service Providers (e.g. PLDT/Smart/Globe))
<ul style="list-style-type: none"> Sertipikasyon na ang mga tawag sa telepono ay opisyal - 1 Orihinal na kopya (Certification that Phone calls are Official in Nature - 1 Original copy) 	Dibisyon ng Lingkurang Panlahat (General Services Division (GSD))
<ul style="list-style-type: none"> Kontrata - 1 sinertipikahang Tunay na Kopya (Contract - 1 certified copy) 	Service Provider o Humihiling na Kliyente (c/o BAC-Dibisyon ng Pamamahala sa Ari-arian at Suplay) (Service Provider or Requesting Party (c/o BAC-PSMD))
<ul style="list-style-type: none"> Annual Procurement Plan (APP) - 1 sinertipikahang Tunay na Kopya (Annual Procurement Plan (APP) - 1 certified copy) 	Yunit o Seksiyon ng Pamamahala sa Procurement, (c/o BAC-Dibisyon ng Pamamahala sa Ari-arian at Suplay) (Procurement Unit or Section (c/o BAC-PSMD))
C. Gasolina (Gasoline)	
<ul style="list-style-type: none"> Billing Statement /Statement ng Account - 1 Orihinal na kopya 	Gasoline Service Center (Gasoline Service Center)

(Billing Statement /Statement of Account - 1 Original copy)	
<ul style="list-style-type: none"> • Trip Ticket ng Sasakyan - 1 Orihinal na kopya (Vehicle Trip Ticket - 1 Original copy) 	Seksiyon ng Motorpool, Dibisyon ng Lingkurang Panlahat (Motorpool Section, General Services Division (GSD))
<ul style="list-style-type: none"> • Charge Invoice - 1 Orihinal na kopya (Charge Invoice - 1 Original copy) 	Gasoline Service Center (Gasoline Service Center)
<ul style="list-style-type: none"> • Daily Trip Record - 1 Orihinal na kopya (Daily Trip Record - 1 Original copy) 	Dibisyon ng Lingkurang Panlahat (General Services Division (GSD))
<ul style="list-style-type: none"> • Requisition & Issue Slip - 1 Orihinal na kopya (Requisition & Issue Slip - 1 Original copy) 	Seksiyon ng Motorpool, Dibisyon ng Lingkurang Panlahat (Motorpool Section-General Services Division (GSD))
<ul style="list-style-type: none"> • Resolusyon ng BAC, kung unang bayad - 1 sinertipikahan ng Tunay na Kopya (BAC Resolution, if first payment - 1 certified true copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
D. Serbisyong Janitorial (Janitorial Services)	
<ul style="list-style-type: none"> • Nilagdaan at notaryadong Kontrata na may Certificate of Availability of Funds, kung unang bayad - 1 sinertipikahan ng Tunay na Kopya (Duly signed and notarized Contract with Certificate of Availability of Funds, if first payment - 1 certified true copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Billing Statement/Statement ng Account - 1 Orihinal na kopya (Billing Statement/Statement of Account - 1 Original copy) 	Service Provider na Pang Janitorial (Janitorial Service Provider)
<ul style="list-style-type: none"> • Aprobadong Daily Time Record - 1 Orihinal na kopya (Duly approved Daily Time Record - 1 Original copy) 	Service Provider na Pang Janitorial (Janitorial Service Provider)
<ul style="list-style-type: none"> • Sertipikasyon ng Serbisyong Ipinagkaloob - 1 Orihinal na kopya (Certification of Service Rendered - 1 Original copy) 	Dibisyon ng Lingkurang Panlahat (General Services Division (GSD))
<ul style="list-style-type: none"> • Aprobadong Attendance Sheet na may kabuuang bilang ng oras/araw ng pagpasok ng mga janitors - 1 Orihinal na kopya 	Service Provider na Pang Janitorial (Janitorial Service Provider)

(Duly approved Attendance Sheet with total number of hours/days worked by individual janitors - 1 Original copy)	
<ul style="list-style-type: none"> Liham Kahilingan para sa karagdagang Janitor, kung naayon - 1 Orihinal na kopya (Letter Request for additional Janitorial Personnel, if applicable - 1 Original copy) 	Humihiling na Kliyente (Requesting Party)
<ul style="list-style-type: none"> Resolusyon ng BAC, kung unang bayad - 1 sinertipikahang Tunay na Kopya (BAC Resolution, if first payment - 1 certified true copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> Notice to proceed, kung unang bayad - 1 Orihinal na kopya (Notice to Proceed, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Notice of Award, kung unang bayad - 1 Orihinal na kopya (Notice of Award, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Aprobadong PPMP, kung unang bayad - 1 Photocopy (Approved PPMP, if first payment - 1 Photocopy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Purchase Request, kung unang bayad - 1 Orihinal na kopya (Purchase Request, if first payment - 1 Original copy) 	End-user (End-user)
<ul style="list-style-type: none"> Payroll Register - 1 sinertipikahang Tunay na Kopya (Payroll Register - 1 certified copy) 	Service Provider na Pang Janitorial (Janitorial Service Provider)
E. Serbisyong Pang Seguridad (Security Services)	
<ul style="list-style-type: none"> Nilagdaan at notaryadong Kontrata na may Certificate of Availability of Funds, kung unang bayad - 1 sinertipikahang Tunay na Kopya (Duly signed and notarized Contract with Certificate of Availability of Funds, if first payment - 1 certified true copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Billing Statement/Statement ng Account - 1 Orihinal na kopya (Billing Statement/Statement of Account - 1 Original copy) 	Service Provider na Panseguridad (Security Service Provider)

<ul style="list-style-type: none"> • Aprobadong Daily Time Record - 1 Orihinal na kopya (Duly approved Daily Time Record - 1 Original copy) 	Service Provider na Panseguridad (Security Service Provider)
<ul style="list-style-type: none"> • Sertipikasyon ng Serbisyong Ipinagkaloob - 1 Orihinal na kopya (Certification of Service Rendered - 1 Original copy) 	Dibisyon ng Lingkurang Panlahat (General Services Division (GSD))
<ul style="list-style-type: none"> • Aprobadong Attendance Sheet na may kabuuang bilang ng oras/araw ng pagpasok ng bawat Guwardiyang Panseguridad - 1 Orihinal na kopya (Duly approved Attendance Sheet with total number of hours/days worked by individual security guards - 1 Original copy) 	Service Provider na Panseguridad (Security Service Provider)
<ul style="list-style-type: none"> • Resolusyon ng BAC, kung unang bayad - 1 sinertipikahang Tunay na Kopya (BAC Resolution, if first payment - 1 certified true copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> • Terms of Reference - 1 Photocopy (Terms of Reference - 1 Photocopy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Notice to Proceed, kung unang bayad - 1 Orihinal na kopya (Notice to Proceed, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Notice of Award, kung unang bayad - 1 Orihinal na kopya (Notice of Award, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Aprobadong PPMP, kung unang bayad - 1 Photocopy (Approved PPMP, if first payment - 1 Photocopy) 	End-user o Dibisyon ng Pamamahala sa Ari-arian at Suplay (End-user or Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> • Purchase Request, kung unang bayad - 1 Orihinal na kopya (Purchase Request, if first payment - 1 Original copy) 	End-user (End-user)
<ul style="list-style-type: none"> • Payroll Register - 1 sinertipikahang Tunay na Kopya (Payroll Register - 1 certified copy) 	Ahensiya ng Seguridad (Security Agency)
4. Sahod ng Indibidwal na na-hire sa ilalim ng Contract of Service (COS) (Salaries of Individuals Hired under Contract of Service (COS))	

<ul style="list-style-type: none"> Kontrata na Nilagdaan, notaryado at may Certificate of Availability of Funds (1 Orihinal na kopya at 2 na sinertipikahang Tunay na Kopya para sa unang bayad) (Contract duly signed, notarized with Certificate of availability of funds - 1 Original copy and 2 certified true copies for first claim) 	Humihiling na Tauhan o Humihiling na Kliyente (Concerned Employee or Requesting Party)
<ul style="list-style-type: none"> Ulat ng mga nagawa na aprobado ng Humihiling na Kliyente - 1 Orihinal na kopya (Accomplishment Report approved by Requesting Party - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> Aprobadong Daily Time Record at may nararapat na beripikasyon ng Dibisyong Pantauhan - 1 Orihinal na kopya (Approved Daily Time Record and duly verified by Personnel Division - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
5. Consultancy Services (Consultancy Services)	
<ul style="list-style-type: none"> Aprobadong Purchase Request - 1 Orihinal na kopya (Approved Purchase Request - 1 Original copy) 	Humihiling na Tauhan o Humihiling na Kliyente (Concerned Employee or Requesting Party)
<ul style="list-style-type: none"> Tatlong (3) Quotation - 1 Orihinal na kopya (Three (3) Quotation - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Abstract of Quotation na nabatid ng Pinuno ng Opisina at aprobado sa Antas ng Direktor - 1 Orihinal na kopya (Abstract of Quotation duly noted by Head of Office and Approved by Director's Level - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Kahilingan para sa Quotation, kung unang bayad,- 1 sinertipikahang Tunay na Kopya (Request for Quotation, if first payment - 1 Certified True Copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> Resolusyon ng BAC, kung unang bayad - 1 sinertipikahang 	Seksiyon ng Pamamahala sa Procurement,

Tunay na Kopya (BAC Resolution, if first payment - 1 Certified True Copy)	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> PhilGEPS Posting Reference Number & Award Notice Abstract (para sa mga transaksyon na nagkakahalaga ng higit sa P50,000.00), kung unang bayad - 1 Orihinal na kopya (PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00), if first payment - 1 Original copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> Notice of Award, kung unang bayad - 1 Orihinal na kopya (Notice of Award, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Pinirmahan at notaryado na kontrata na may Certificate of Availability of Funds - 1 sinertipikahan ng Tunay na Kopya (Signed and notarized contract with Certificate of Availability of Funds - 1 certified copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Notice to Proceed, kung unang bayad - 1 Orihinal na kopya (Notice to Proceed, if first payment - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Terms of Reference, kung unang bayad - 1 Orihinal na kopya (Terms of Reference, if first payment - 1 Original copy) 	Consultant (Consultant)
<ul style="list-style-type: none"> Mga Aprobadong Inaasahang Awtput/deliverable, kung unang bayad - 1 Orihinal na kopya (Approved Expected Outputs/deliverables, if first payment - 1 Original copy) 	Consultant at Humihiling na Kliyente (Consultant and Requesting Party)
<ul style="list-style-type: none"> Kopya ng Aprobadong Iskedyul ng Manning, kung unang bayad - 1 Orihinal na kopya (Copy of Approved Manning Schedule, if first payment - 1 Original copy) 	Consultant (Consultant)

<ul style="list-style-type: none"> • Kopya ng Curriculum Vitae ng mga Consultant at mga Tauhan, kung unang bayad - 1 Orihinal na kopya (Copy of Curriculum Vitae of the Consultants & staff, if first payment - 1 Original copy) 	Consultant (Consultant)
<ul style="list-style-type: none"> • Aprobadong Project Procurement Management Plan (PPMP)/ Supplemental Project Procurement Management Plan (SPPMP), kung unang bayad - 1 Photocopy (Approved Project Procurement Management Plan (PPMP)/ Supplemental Project Procurement Management Plan (SPPMP), if first payment - 1 Photocopy) 	Humihiling na Kliyente (Requesting Party)
<ul style="list-style-type: none"> • Aprobadong Consultancy Progress/Final Reports - 1 Orihinal na kopya (Approved Consultancy Progress/Final Reports - 1 Original copy) 	Consultant/Opisinang nakakasakop (Consultant/Concerned Office)
<ul style="list-style-type: none"> • Progress/Final Billing - 1 Orihinal na kopya (Progress/Final Billing - 1 Original copy) 	Consultant (Consultant)
<ul style="list-style-type: none"> • Liham ng Layunin/Panukala, kung unang bayad - 1 Orihinal na kopya (Letter Intent/Proposal, if first payment - 1 Original copy) 	Service Provider (Service Provider)
<ul style="list-style-type: none"> • Liham kahilingan para sa pagbabayad - 1 Orihinal na kopya (Letter request for payment - 1 Original copy) 	Consultant (Consultant)
6. Mga Paunang Bayad (Maliban sa Paglalakbay) (Cash Advances (Except for Travels))	
<ul style="list-style-type: none"> • Tanging Atas para sa Special Disbursing Officer/Tagapag-ingat ng Petty Cash - 1 Photocopy (Special Order for Special Disbursing Officer/Petty Cash Custodian - 1 Photocopy) 	Dibisyon ng Pamamahala sa mga Talaan/Nakatalagang Special Disbursing Officer (SDO) (Records Division/Designated Special Disbursing Officer (SDO))
<ul style="list-style-type: none"> • Sertipikasyon mula sa Accountant na ang mga nakaraang cash advance ay na-liquidate na - 1 Orihinal na kopya 	Dibisyon ng Akawnting (Accounting Division)

(Certification from the Accountant that previous cash advances have been liquidated - 1 Original copy)	
<ul style="list-style-type: none"> Fidelity Bond - 1 Photocopy (Fidelity Bond - 1 Photocopy) 	Nakatalagang Special Disbursement Officer (SDO) (Designated Special Disbursement Officer (SDO))
7. Replenishment ng Cash Advances (Replenishment of Cash Advances)	
<ul style="list-style-type: none"> Tanging Atas, kung unang bayad - 1 Photocopy (Special Order, if first payment - 1 Photocopy) 	Dibisyon ng Pamamahala sa mga Talaan (Records Division)
<ul style="list-style-type: none"> Official Receipt/Sales Invoices - 1 Orihinal na kopya (Official Receipts/Sales Invoices - 1 Original copy) 	Supplier (Supplier)
<ul style="list-style-type: none"> Ulat ng Replenishment - 1 Orihinal na kopya (Replenishment Report - 1 Original copy) 	Nakatalagang Special Disbursement Officer (SDO) (Designated Special Disbursement Officer (SDO))
<ul style="list-style-type: none"> Aprobadong Purchase Request - 1 Orihinal na kopya (Approved Purchase Request - 1 Original copy) 	Humihiling na Kliyente/Opisinang Nakakasakop (Requesting Party/Concerned Office)
<ul style="list-style-type: none"> Sertipiko ng Emergency Purchase - 1 Orihinal na kopya (Certificate of Emergency Purchase - 1 Original copy) 	Humihiling na Kliyente/Opisinang Nakakasakop (Requesting Party/Concerned Office)
<ul style="list-style-type: none"> Sertipiko ng Inspeksiyon at Acceptance - 1 Orihinal na kopya (Certificate of Inspection and Acceptance - 1 Original copy) 	Komite ng Inspeksiyon at Pre-Acceptance (Inspection & Pre-Acceptance Committee (IPC))
<ul style="list-style-type: none"> Ulat ng Waste Materials, sa kaso ng pagkumpuni - 1 Orihinal na kopya (Report of Waste Materials, in case of repair - 1 Original copy) 	Seksiyon ng Pamamahala sa Ari-arian, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property Management Section-PSMD)
<ul style="list-style-type: none"> Aprobadong Trip ticket para sa gastusin sa gasolina - 1 Orihinal na kopya (Approved trip ticket for gasoline expenses - 1 Original copy) 	Seksiyon ng Motorpool-Dibisyon ng Lingkurang Pang Administratibo (Motorpool Section-General Services Division)
<ul style="list-style-type: none"> Tatlong (3) Quotation mula sa mga Suplayers - Orihinal na kopya (Three (3) Quotation from suppliers - Original) 	Suppliers (Suppliers)

<ul style="list-style-type: none"> ● Abstract ng Quotations - 1 Orihinal na kopya (Abstract of Quotations - 1 Original copy) 	Humihiling na Kliyente/Opisinang Nakakasakop (Requesting Party/Concerned Office)
8. Pagkumpuni at Pagmantine ng Sasakyan, at Paglilimbag (Vehicle Repair and Maintenance, and Printing)	
A. Pagkumpuni at Pagmantine ng mga Sasakyan/Kagamitang Motor (Repair and Maintenance of Motor Vehicles/Equipment)	
<ul style="list-style-type: none"> ● Purchase Order na may lagda - 1 Orihinal na kopya (Duly signed Purchase Order - 1 Original copy) 	Seksiyon ng Pamamahala sa Supply, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Supply Management Section - PSMD)
<ul style="list-style-type: none"> ● Ulat sa Pagsusuri/Inspeksiyon bago ang pag-aayos - 1 Orihinal na kopya (Pre-repair Evaluation/Inspection Report - 1 Original copy) 	Komite ng Inspeksiyon at Pre-Acceptance (Inspection & Pre-Acceptance Committee (IPC))
<ul style="list-style-type: none"> ● Aprobadong Job Order Request - 1 Orihinal na kopya (Approved Job Order Request - 1 Original copy) 	Humihiling na Kliyente/Lingkurang Pang Administratibo (Requesting Party/Administrative Service)
<ul style="list-style-type: none"> ● Resolusyon ng BAC - 1 sinertipikahang Tunay na Kopya (BAC Resolution - 1 certified true copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> ● Warranty Certificate - 1 Orihinal na kopya (Warranty Certificate - 1 Original copy) 	Service Provider (Service Provider)
<ul style="list-style-type: none"> ● Inspection & Acceptance Report - 1 Orihinal na kopya (Inspection & Acceptance Report - 1 Original copy) 	Komite ng Inspection & Pre-Acceptance/Dibisyon ng Pamamahala sa Ari-arian at Suplay (Inspection & Pre-Acceptance Committee (IPC)/PSMD)
<ul style="list-style-type: none"> ● Tatlong (3) Quotation mula sa Suppliers - 1 Orihinal na kopya (Three (3) Quotation from Suppliers - 1 Original copy) 	Service Provider (Service Provider)
<ul style="list-style-type: none"> ● Abstract of Quotation na nabatid ng Pinuno ng Opisina at aprobado sa Antas ng Direktor - 1 Orihinal na kopya (Abstract of Quotation duly noted by Head of Office and Approved by Director's Level - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> ● Sertipiko ng Acceptance - 1 Orihinal na kopya 	Humihiling na Kliyente/Opisinang Nakakasakop

(Certificate of Acceptance - 1 Original copy)	(Requesting Party/Concerned Office)
<ul style="list-style-type: none"> Aprobadong Project Procurement Management Plan (PPMP) - 1 Photocopy (Approved Project Procurement Management Plan (PPMP) - 1 Photocopy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
B. Paglilimbag (Printing)	
<ul style="list-style-type: none"> Purchase Request - 1 Orihinal na kopya (Purchase Request - 1 Original copy) 	Humihiling na Kliyente (Requesting Party)
<ul style="list-style-type: none"> Resolusyon ng BAC - 1 sinertipikahan ng Tunay na Kopya (BAC Resolution - 1 certified true copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> Tatlong (3) Quotation mula sa mga Suppliers - Orihinal na kopya (Three (3) Quotation from suppliers - Original copy) 	Suppliers (Suppliers)
<ul style="list-style-type: none"> Notice of Award - 1 Orihinal na kopya (Notice of Award - 1 Original copy) 	Seksiyon ng Pamamahala sa Suplay, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Supply Management Section - PSMD)
<ul style="list-style-type: none"> Notice to Proceed - 1 Orihinal na kopya (Notice to Proceed - 1 Original copy) 	Seksiyon ng Pamamahala sa Suplay, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Supply Management Section - PSMD)
<ul style="list-style-type: none"> Kahilingan para sa Quotation - 1 Orihinal na kopya (Request for Quotation - 1 Original copy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> Abstract of Quotation na nabatid ng Pinuno ng Opisina at aprobado sa Antas ng Direktor - 1 Orihinal na kopya (Abstract of Quotation duly noted by Head of Office and Approved by Director's Level - 1 Original copy) 	Dibisyon ng Pamamahala sa Ari-arian at Suplay (Property and Supply Management Division (PSMD))
<ul style="list-style-type: none"> Sertipiko ng Earmarking ng mga Pondo - 1 Orihinal na kopya 	Dibisyon ng Badyet

(Certificate of Earmarking of Funds - 1 Original copy)	(Budget Division)
<ul style="list-style-type: none"> Project Procurement Management Plan (PPMP) - 1 Photocopy (Project Procurement Management Plan (PPMP) - 1 Photocopy) 	Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Procurement Management Section-PSMD)
<ul style="list-style-type: none"> PhilGEPS Posting Reference Number & Award Notice Abstract (para sa mga transaksyon na higit pa sa P50,000.00) - 1 computer generated (PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00) - 1 computer generated) 	Seksiyon ng Pamamahala sa Suplay, Dibisyon ng Pamamahala sa Ari-arian at Suplay (Supply Management Section - PSMD)
9. Bahagi ng Gobyerno para sa Mga Mandatoryong Pagkaltas (Government Share for Mandatory Deductions)	
<ul style="list-style-type: none"> Payroll/Listahan ng mga Tauhan na may Kaukulang halaga ng bahagi sa Gobyerno sa GSIS, Pag-ibig, at PhilHealth) - 1 Orihinal na kopya (Payroll/List of Personnel with Corresponding amount of Government Share on GSIS, Pag-ibig, and PhilHealth) - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
10. Sahod (Regular na Tauhan) (Salaries and Wages (Regular Employees))	
A. Unang Sahod A. (First Salary)	
<ul style="list-style-type: none"> Aprobadong Appointment - 1 sinertipikahang Tunay na Kopya (Duly approved Appointment - 1 Certified True Copy) 	Humihiling na Tauhan/Dibisyong Pantauhan (Concerned Employee/ Personnel Division)
<ul style="list-style-type: none"> Panunumpa sa Katungkulan - 1 sinertipikahang Tunay na Kopya (Oath of Office - 1 Certified True Copy) 	Humihiling na Tauhan/Dibisyong Pantauhan (Concerned Employee/ Personnel Division)
<ul style="list-style-type: none"> Sertipiko ng Araw ng Pagganap sa Katungkulan - 	Humihiling na Tauhan/Dibisyong Pantauhan

1 sinertipikahang Tunay na Kopya (Certificate of Assumption - 1 Certified True Copy)	(Concerned Employee/ Personnel Division)
<ul style="list-style-type: none"> Statement of Assets, Liabilities and Net Worth - 1 sinertipikahang Tunay na Kopya (Statement of Assets, Liabilities and Net Worth 1 Certified True Copy) 	Humihiling na Tauhan/Dibisyong Pantauhan (Concerned Employee/ Personnel Division)
<ul style="list-style-type: none"> Aprobadong Daily Time Record na naberipika ng Dibisyong Pantauhan - 1 Orihinal na kopya (Approved Daily Time Record and duly verified by Personnel Division - 1 Original copy) 	Humihiling na Tauhan/Dibisyong Pantauhan (Concerned Employee/ Personnel Division)
<ul style="list-style-type: none"> Sertipiko ng Rehistrasyon sa BIR (Form 1902) - 1 sinertipikahang Tunay na Kopya (BIR Certificate of Registration (Form 1902) - 1 certified true copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> Karagdagang mga kahingian (para sa mga lumipat mula sa isang Opisina ng gobyerno patungo sa isa pa): (Additional Requirements (for transferees from one government office to another)): 	
<ul style="list-style-type: none"> Clearance ng Opisina - 1 sinertipikahang Tunay na Kopya (Office Clearance - 1 Certified True Copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> Sertipiko na May Magagamit na Leave Credits - 1 Orihinal na kopya (Certificate of Available Leave Credits - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Rekord ng Serbisyo - 1 Orihinal na kopya (Service Record - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Sertipikasyon ng Huling Sahod na Natanggap - 1 Orihinal na kopya (Certification of Last Salary Received - 1 Original copy) 	Humihiling na Tauhan mula sa Dibisyon ng Akawnting/ Yunit ng dating pinagratrabahuan (Concerned Employee from the Accounting Division/Unit of previous employer)

<ul style="list-style-type: none"> BIR Form 2316 (Sertipiko ng Kabayaran/Buwis na Nabawas) - 1 sinertipikahang Tunay na Kopya (BIR Form 2316 (Certificate of Compensation Payment/ Tax Withheld) - 1 certified true copy) 	Humihiling na Tauhan mula sa Dibisyon ng Akawnting/ Yunit ng dating pinagtrabahuhan (Concerned Employee from the Accounting Division/Unit of previous employer)
<ul style="list-style-type: none"> Sertipiko ng Maaring Magamit na Leave Credits - 1 Orihinal na kopya (Certificate of Available Leave Credits - 1 Original copy) 	Humihiling na Tauhan mula sa Dibisyon ng Akawnting/ Yunit ng dating pinagtrabahuhan (Concerned Employee from the Accounting Division/Unit of previous employer)
B. Sahod (kung tinanggal sa payroll) (Salary (if deleted from the payroll))	
<ul style="list-style-type: none"> Aprobadong Daily Time Record - 1 Orihinal na kopya (Approved Daily Time Record - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Kopya ng Payroll - 1 sinertipikahang Tunay na Kopya (Copy of Payroll - 1 Certified True Copy) 	Dibisyong Pantauhan (Personnel Division)
11. Mga Allowance at Iba pang Katulad na Gastos (Allowances and Other Similar Expenses)	
A. Espesyal na Allowance ng Counsel (Special Counsel Allowance)	
<ul style="list-style-type: none"> Utos ng Opisina/Pagtatalaga/Liham mula sa Opisina ng Pangkalahatang Taga-Usig na nagpapatilaga sa Claimant upang humarap sa korte bilang Espesyal na counsel pansamantala - 1 Photocopy (Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel - 1 Photocopy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> Sertipiko ng Appearance na inisyu ng Opisina ng Clerk of Court - 1 Orihinal na kopya (Certificate of Appearance issued by the Office of the Clerk of Court - 1 Original copy) 	Opisina ng Clerk of Court (Office of the Clerk of Court)
<ul style="list-style-type: none"> Sertipikasyon na ang mga kaso na dadaluhan ng mga Abogado 	Serbisyo ng Usaping Legal

ay direktang nauugnay sa katangian/tungkulin ng partikular na Opisina na kinakatawan - 1 Orihinal na kopya (Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented - 1 Original copy)	(Legal Service)
<ul style="list-style-type: none"> Sertipikasyon na ibinigay ng kinauukulang Abogado at Accountant ng Ahensiya na ang halagang kine-Claim ay nasa loob pa rin ng limitasyon - 1 Orihinal na kopya (Certification issued by the concerned lawyer and Agency Accountant that the amount being claimed is still within the limitation - 1 Original copy) 	Serbisyo ng Usaping Legal/ Dibisyon ng Akawnting (Legal Service/Accounting Division)
<ul style="list-style-type: none"> Sertipikasyon na ang kaso ay hindi alinsunod sa Mosyon para sa Pagpapalawig ng pagpapaliban ng pagdinig - 1 Orihinal na kopya (Certification that the case is not pursuant to Motion for Extension of postponement of hearing - 1 Original copy) 	Serbisyo ng Usaping Legal (Legal Service)
B. Bonus ng Gawad ng Katapatan (Loyalty Award Bonus)	
<ul style="list-style-type: none"> Sertipikasyon ng mga taon sa serbisyo - 1 Orihinal na kopya Certification of years in service - 1 Original copy 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Rekord ng Serbisyo - 1 Orihinal na kopya Service Record - 1 Original copy 	Dibisyong Pantauhan (Personnel Division)
C. Step Increment/Salary Adjustment (Step Increment/Salary Adjustment)	
<ul style="list-style-type: none"> Notice of Step Increment/Notice of Salary Adjustment - 1 sinertipikahang Tunay na Kopya (Notice of Step Increment (NOSI) /Notice of Salary - Adjustment (NOSA) - 1 Certified True Copy) 	Dibisyong Pantauhan (Personnel Division)

<ul style="list-style-type: none"> • Aprobadong Appointment kung sakaling may promosyon - 1 sinertipikahang Tunay na Kopya (Approved Appointment in case of promotion - 1 Certified True Copy) 	Opisina ng Malacañan /Dibisyong Pantauhan (Malacañan Office/Personnel Division)
<ul style="list-style-type: none"> • Sertipiko ng Araw ng Pagganap sa Katungkulan kung sakaling may promosyon - 1 sinertipikahang Tunay na Kopya (Certificate of Assumption of Duties in case of promotion - 1 Certified True Copy) 	Dibisyong Pantauhan (Personnel Division)
D. Monetisasyon (Monetization)	
<ul style="list-style-type: none"> • Special Allotment Release Order (SARO) - 1 sinertipikahang Tunay na Kopya (Special Allotment Release Order (SARO) - 1 Certified True Copy) 	Kagawaran ng Badyet at Pamamahala (Department of Budget and Management (DBM))
<ul style="list-style-type: none"> • Notice of Cash Allocation (NCA) - 1 sinertipikahang Tunay na Kopya (Notice of Cash Allocation (NCA) - 1 Certified True Copy) 	Kagawaran ng Badyet at Pamamahala (Department of Budget and Management (DBM))
<ul style="list-style-type: none"> • Matrix of Computation, kung naaayon - 1 Orihinal na kopya (Matrix of Computation, if applicable - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Aplikasyon ng Leave na may Sertipikasyon ng Maaring Magamit na Leave Credits - 1 sinertipikahang Tunay na Kopya (Application for Leave with Certification of Available Leave Credits - 1 Certified True Copy) 	Humihiling na Tauhan/Dibisyong Pantauhan (Concerned personnel/Personnel Division)
<ul style="list-style-type: none"> • Updated Leave Card - 1 sinertipikahang Tunay na Kopya (Updated Leave Card - 1 Certified True Copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Notice of Step Increment, Kung naaayon - 1 sinertipikahang Tunay na Kopya (Notice of Step Increment (NOSI), if applicable - 1 Certified 	Dibisyong Pantauhan (Personnel Division)

True Copy)	
<ul style="list-style-type: none"> • Rekord ng Serbisyo - 1 sinertipikahang Tunay na Kopya (Service Record - 1 Certified True Copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Aprobadong aplikasyon ng leave (10 araw) na may balanse ng leave credits na sinertipikahan ng Opisina ng Yamang-Tao - 1 Orihinal na kopya (Approved leave application (10 days) with leave credit balance certified by the Human Resource Office - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Kahilingan ng leave na may higit sa 10 araw na aprobado ng Hepe ng Ahensiya (kung higit sa 10 araw) - 1 Orihinal na kopya (Request for leave covering more than 10 days duly approved by the head of Agency (if more than 10 days) - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Clinical abstract/medikal na pamamaraan na dapat isagawa kung sakaling may pangkalusugan, medikal at ospital na angangangailangan para sa monetisasyon ng 50% o higit pa - 1 Orihinal na kopya (Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs for monetization of 50% or more - 1 Original copy) 	Humihiling na Tauhan/Hospital (Concerned personnel/Hospital)
<ul style="list-style-type: none"> • Sertipikasyon ng Barangay kung sakaling kailanganin ang tulong pinansyal na dala ng mga kalamidad, bagyo, sunog, atbp. - 1 Orihinal na kopya (Barangay Certification in case of need for financial assistance brought about by calamities, typhoons, fire, etc. - 1 Original copy) 	Humihiling na Tauhan/Barangay na nakakasakop (Concerned employee/concerned Barangay)
E. Terminal Leave (Terminal Leave)	

<ul style="list-style-type: none"> Special Allotment Release Order (SARO) - 1 sinertipikahang Tunay na Kopya (Special Allotment Release Order (SARO) - 1 Certified True Copy) 	Kagawaran ng Badyet at Pamamahala (Department of Budget and Management (DBM))
<ul style="list-style-type: none"> Notice of Cash Allocation (NCA) - 1 sinertipikahang Tunay na Kopya (Notice of Cash Allocation (NCA) - 1 Certified True Copy) 	Kagawaran ng Badyet at Pamamahala (Department of Budget and Management (DBM))
<ul style="list-style-type: none"> Clearance mula sa salapi, ari-arian at legal na pananagutan mula sa Opisina ng kasalukuyang trabaho - 1 Orihinal na kopya awdit (Clearance from money, property and legal accountability from the office of current assignment - 1 Original copy) 	Humihiling na Tauhan/Lahat ng Opisinang Nakakasakop (Concerned personnel/All concerned offices)
<ul style="list-style-type: none"> Sinertipikahang Photocopy ng leave card ng mga tauhan sa huling petsa ng serbisyo na na-awdit ng Dibisyong Pantauhan at CO - 1 Photocopy (Certified photocopy of employees leave card as at last date of service duly audited by Personnel Division and COA - 1 Photocopy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Sertipiko ng leave credits na in-issue ng Dibisyong Pantauhan - 1 Orihinal na kopya (Certificate of leave credits issued by - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Aprobadong leave application - 1 Orihinal na kopya (Approved leave application - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Kumpletong rekord ng serbisyo - 1 Orihinal na kopya (Complete service record - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> Statement ng Assets, Liabilities at Net Worth (SALN) - 1 Orihinal na kopya (Statement of Assets, Liabilities and Net Worth (SALN) - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)

<ul style="list-style-type: none"> • Sinertipikahang Photocopy ng Appointment/Notice of Salary Adjustment na nagpapakita ng pinakamataas na sahod na natanggap kung ang sahod nung huling paghirang ay hindi ang pinakamataas na sahod - 1 Orihinal na kopya (Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary under the last appointment is not the highest - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Sertipiko ng Maaaring magamit na Leave Credits - 1 Orihinal na kopya (Certificate of Available Leave Credits - 1 Original copy) 	Dibisyong Pantauhan (Personnel Division)
<ul style="list-style-type: none"> • Awtorisasyon ng Aplikante (sa porma ng affidavit) para ibawas ang lahat ng pinansyal na obligasyon sa ahensiya - 1 Orihinal na kopya (Applicant's authorization (in affidavit form) to deduct all financial obligations with the agency - 1 Original copy) 	Humihiling na Tauhan (Concerned Employee)
<ul style="list-style-type: none"> • Affidavit ng aplikante na walang pending na kriminal na imbestigasyon o prosekusyon laban sa kanya - 1 Orihinal na kopya (Affidavit of applicant that is no pending criminal investigation or prosecution against him/her - 1 Original copy) 	Serbisyo ng Usaping Legal (Legal Affairs Service)
<ul style="list-style-type: none"> • Kung nagbitiw sa trabaho, liham ng pagbibitiw sa trabaho ng tauhan na tinanggap ng Hepe ng Ahensiya - 1 Orihinal na kopya (In case of resignation, employee's letter resignation duly accepted by the Head of Agency - 1 Original copy) 	Humihiling naTauhan (Concerned personnel)
<ul style="list-style-type: none"> • Clearance mula sa Ombudsman ayon sa Sirkular ng COA Blg. 2013-001 - 1 Orihinal na kopya 	Ombudsman (Ombudsman)

(Ombudsman clearance per COA Circular 2013-001 - 1 Original copy)	
<ul style="list-style-type: none"> • Karagdagang mga kahingian Dokumento, kung naaayon: (Additional requirements, if applicable:) 	
<ul style="list-style-type: none"> • Sertipiko ng Pagkamatay na awtentikado ng PSA - 1 Orihinal na kopya (Death certificate authenticated by PSA - 1 Original copy) 	Philippine Statistics Authority (Philippine Statistics Authority)
<ul style="list-style-type: none"> • Kontrata ng Kasal na awtentikado ng PSA - 1 Orihinal na kopya (Marriage contract authenticated by PSA - 1 Original copy) 	Philippine Statistics Authority (Philippine Statistics Authority)
<ul style="list-style-type: none"> • Sertipiko ng Kapanganakan ng lahat ng surviving na legal na tagapagmana na awtentikado ng PSA - 1 Orihinal na kopya (Birth Certificate of all surviving legal heirs authenticated by PSA - 1 Original copy) 	Philippine Statistics Authority (Philippine Statistics Authority)
<ul style="list-style-type: none"> • Pagtatalaga ng next of kin - 1 Orihinal na kopya (Designation of next of kin - 1 Original copy) 	Awtorisadong mag Claim (Authorized claimant)
<ul style="list-style-type: none"> • Pagtangi sa Karapatan ng mga anak na may edad na 18 taong gulang at pataas - 1 Orihinal na kopya (Waiver of rights of children 18 years old and above - 1 Original copy) 	Awtorisadong mag Claim (Authorized claimant)
12. Paglilipat ng Pondo sa Pagitan ng Ahensiya (Inter-Agency Fund Transfer)	
<ul style="list-style-type: none"> • Aprobadong Work and Financial Plan - 1 sinertipikahang Tunay na Kopya (Approved Work and Financial Plan - 1 Certified True Copy) 	Ahensiyang Nagpapatupad (Implementing Agency)
<ul style="list-style-type: none"> • Nilagdaan at notaryadong Kontrata na may Certificate of Availability of Funds - 1 sinertipikahang Tunay na Kopya 	Ahensiyang Nagpapatupad (Implementing Agency)

(Signed and notarized contract with Certificate of Availability of Funds - 1 Certified True Copy)	
<ul style="list-style-type: none"> Sertipikasyon mula sa Accountant na ang unang mga pondong nailipat ay na-liquidate na - 1 Orihinal na kopya (Certification from the Accountant that funds previously transferred has been liquidated - 1 Original copy) 	Dibisyon ng Akawnting (Accounting Division)
<ul style="list-style-type: none"> Aprobadong Project Expenditures o Estimated na Mga Gastusin na naglalahad ng layunin ng Proyekto at ang inaasahang resulta/awtput - 1 Orihinal na kopya (Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output - 1 Original copy) 	Ahensiyang Nagpapatupad (Implementing Agency)
13. Procurement sa Pamamagitan ng Publikong Bidding (Impraestruktura, Mga Kalakal/Serbisyo, Consulting Services) (Procurement through Public Bidding (Infrastructure, Goods/Services, Consulting Services))	
A. Pangunahing mga kahingian para sa lahat ng uri ng procurement sa pamamagitan ng publikong bidding: (Basic Requirements for all types of procurement through public bidding:)	
<ul style="list-style-type: none"> Aprobadong Purchase Request - 1 Orihinal na kopya (Approved Purchased Request - 1 Original copy) 	Yunit ng End-user (End-user Unit)
<ul style="list-style-type: none"> Aprobadong S/PPMP - 1 Photocopy (Approved S/PPMP - 1 Photocopy) 	Yunit ng End-user (End-user Unit)
<ul style="list-style-type: none"> Aprobadong APP at alinmang amendment (kahit anong pagbabago) sa APP - 1 Photocopy (Approved APP and any amendment thereto - 1 Photocopy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (Procurement Mgt. Section-PSMD))
<ul style="list-style-type: none"> Sertipiko ng Earmarking ng mga Pondo - 1 Orihinal na kopya (Certificate of Earmarking of Funds - 1 Original copy) 	Dibisyon ng Badyet (Budget Division)

<ul style="list-style-type: none"> Resolusyon ng BAC na nagrerekomenda ng Paraan ng Procurement, kung naayon - 1 sinertipikahang Tunay na Kopya) c/o DENREU – DENR Sentral na Opisina (BAC Resolution recommending Mode of Procurement as applicable - 1 certified photocopy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (Procurement Mgt. Section-PSMD))</p>
<ul style="list-style-type: none"> Aprobadong Kontrata - 1 Orihinal na kopya na suportado ng mga sumusunod na dokumento: (Approved Contract supported by the following documents: - 1 Original copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> Minutes ng Pre-procurement Conference - 1 Orihinal na kopya (Minutes of Pre-procurement Conference - 1 Original copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> Aprobadong Invitation to Bid/Kahilingan sa Pagpapahayag ng Interes - 1 sinertipikahang Tunay na Kopya (Approved Invitation to Bid/Request for Expression of Interest - 1 Certified True Copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> Kopya ng Paanunso ng Paanyaya sa Bid/Kahilingan sa Pagpapahayag ng Interes (PhilGEPS Posting) - 1 sinertipikahang Tunay na Kopya (Copy of Advertisement of Invitation to Bid/Request for Expression of Interest (PhilGEPS Posting) - 1 Certified True Copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> Mga Dokumento sa Bidding na may kasamang mga kumpletong set ng Aprobadong plano/guhit at teknikal na spesipikasyon para sa mga proyektong impraestruktura, kumpletong teknikal na paglalarawan para sa mga kalakal at Termino ng Sanggunian para sa mga Consulting Services - 1 sinertipikahang Tunay na Kopya (Bidding Documents which includes a complete set of 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>

approved plans/drawings and technical specifications for infrastructure projects, complete technical description for goods and Terms of Reference (TOR) for consulting services. - 1 Certified True Copy)	
<ul style="list-style-type: none"> Minutes ng Pre-bid Conference (1 sinertipikahang Tunay na Kopya) (Minutes of Pre-bid Conference - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Supplemental/Bid Bulletins, kung mayroon - 1 sinertipikahang Tunay na Kopya (Supplemental/Bid Bulletins, if any - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Teknikal at Pinansyal na Bidder's Proposals - 1 sinertipikahang Tunay na Kopya (Bidder's Technical and Financial Proposals - 1 certified true copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Minutes ng Bid Opening - 1 sinertipikahang Tunay na Kopya (Minutes of Bid Opening - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Abstract ng Bids - 1 sinertipikahang Tunay na Kopya (Abstract of Bids - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Abiso ng Nag-iisa/Pinakamababang Calculated Bid - 1 sinertipikahang Tunay na Kopya (Notice of Single/Lowest Calculated Bid - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Ulat ng Ebalwasyon ng BAC-TWG Post-Qualification - 1 sinertipikahang Tunay na Kopya (Post-qualification Evaluation Report of the BAC-TWG - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Notice of Post-Qualification (1 sinertipikahang Tunay na Kopya) (Notice of Post-Qualification - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay)

	(BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Resolusyon ng BAC na nagdedeklara ng Nag-iisa/ Pinakamababang Kalkuladong Bid and Recommending Award ng Kontratang aprobado ng HOPE - 1 sinertipikahang Tunay na Kopya (BAC Resolution declaring Single/Lowest Calculated Bid and Recommending Award of Contract approved by the HOPE - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Notice of Award (1 Orihinal na kopya para sa unang bayad) (Notice of Award (1 Original copy for first payment)) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Performance Security - 1 Orihinal na kopya (Performance Security - 1 Original copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Notice to proceed (1 Orihinal na kopya para sa unang bayad (Notice to Proceed (1 Original copy for first payment)) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Kopya ng Aprobadong PERT/CPM Network Diagram at kuwenta ng panahon ng kontrata (para sa mga proyektong impraestruktura) (sinertipikahang Tunay na Kopya) (Copy of the Approved PERT/CPM Network Diagram and computations of contract time (for infrastructure projects) - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Detalyadong Breakdown (Paghahati ng Halaga) ng Kontrata - 1 sinertipikahang Tunay na Kopya (Detailed Breakdown of the Contract Cost - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))

<ul style="list-style-type: none"> Ranking ng Shortlisted Bidders para sa Consulting Services - 1 sinertipikahang Tunay na Kopya (Ranking of Shortlisted Bidders for Consulting Services - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Printout na kopya ng Posting Notice of Award ng ng Award, Notice to Proceed at Kontrata sa PhilGEPS - 1 sinertipikahang Tunay na Kopya (Printout copy of posting of Notice of Award, Notice to Proceed and Contract in the PhilGEPS - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Katunayan ng Paanyaya ng Tatlong (3) Observers sa lahat ng estado ng pagpoproseso ng procurement - 1 sinertipikahang Tunay na Kopya (Evidence of Invitation of Three (3) Observers in all stages of procurement process - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Kopya ng Memo sa COA tungkol sa pagsumite ng kopya ng Perfected na Kontrata/PO na may tatak ng pagtanggap ng COA - 1 sinertipikahang Tunay na Kopya (Copy of Memo to COA re Submission of Copy of Perfected Contract/PO with stamped received by COA - 1 Certified True Copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))
<ul style="list-style-type: none"> Orihinal na kopya ng Delivery Receipt (Original Copy of Delivery Receipt) 	Supplier/Contractor/Service Provider/Consultant (Supplier/Contractor/Service Provider/Consultant)
<ul style="list-style-type: none"> Sales Invoice/Billing Invoice/Official Receipt - 1 Orihinal na kopya (Sales Invoice/Billing Invoice/Official Receipt - 1 Original copy) 	
<ul style="list-style-type: none"> Inspection and Acceptance Report, kung naaayon - 1 Orihinal na kopya (Inspection and Acceptance Report, as applicable - 	Komite ng Inspeksiyon at Pre-Acceptance (Inspection and Pre-acceptance Committee)

1 Original copy)	
<ul style="list-style-type: none"> Sertipiko ng Acceptance - 1 Orihinal na kopya (Certificate of Acceptance - 1 Original copy) 	Yunit ng End-user (End-user Unit)
<p>B. Para sa mga karagdagang mga kahingiang dokumentaryo para sa bawat uri ng transaksyon, mangyaring sumangguni sa mga Seksiyon 9.1.1 to 9.1.3 ng Sirkular ng COA Blg. 2012-01 (For the additional documentary requirements per transaction type, please refer to Sections 9.1.1 to 9.1.3 of the COA Circular No. 2012-01)</p>	
<p>14. Procurement sa pamamagitan ng Alternative Modes (Procurement through Alternative Modes)</p>	
<p>A. Pangunahing kahingian na Karaniwan sa lahat ng Purchases sa ilalim ng AMP (Basic Requirements Common to All Purchases under AMP)</p>	
<ul style="list-style-type: none"> Aprobadong Purchase Request (1 Orihinal na kopya (Approved Purchased Request - 1 Original copy) 	Yunit ng End-user (End-user Unit)
<ul style="list-style-type: none"> Aprobadong S/PPMP - 1 sinertipikahang Tunay na Kopya (Approved S/PPMP - 1 Certified True Copy) 	Yunit ng End-user (End-user Unit)
<ul style="list-style-type: none"> Aprobadong APP at kahit alinmang amendment sa APP 1 sinertipikahang Tunay na Kopya (Approved APP and any amendment thereto - 1 certified true copy) 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (Procurement Mgt. Section-PSMD))
<ul style="list-style-type: none"> Sertipiko ng Earmarking ng mga Pondo - 1 Orihinal na kopya (Certificate of Earmarking of Funds - 1 Original copy) 	Dibisyon ng Badyet (Budget Division)
<ul style="list-style-type: none"> Resolusyon ng BAC na nagrerekomenda ng Paraan ng Procurement, kung naaayon - 1 sinertipikahang Tunay na Kopya c/o DENREU – Sentral na Opisina ng Kagawaran ng Kapaligiran at Likas na Yaman (BAC Resolution recommending Mode of Procurement, 	BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))

<p><i>as applicable</i> - 1 Certified True Copy C/O DENREU – DENR Central Office)</p>	
<ul style="list-style-type: none"> • Katibayan ng Pagpost ng Paanyaya o Kahilingan ng Quotation/kahilingan ng Proposal sa PhilGEPS Website at sa anumang lugar na kapansin-pansin (kung mayroon) sa loob ng tatlong (3) araw sa kalendaryo [<i>kung sakaling Shopping sa ilalim ng Seksiyon 52.1 (b), Negotiated Procurement sa ilalim ng Seksiyon 53.1 (dalawang bigong biddings) at 53.9 Small Value Procurement (SVP) na may ABC higit sa PhP50,000.00</i>] - 1 sinertipikahang Tunay na Kopya <p>(Proof of posting of Invitation or Request for Quotation/ Request for Proposal in the PhilGEPS Website and at any conspicuous place (<i>if available</i>) for a period of three (3) calendar days [<i>in case of Shopping under Section 52.1 (b), Negotiated Procurement under Section 53.1 (two failed biddings) and 53.9 Small Value Procurement (SVP) with an ABC above PhP50,000.00</i>] - 1 Certified True Copy)</p>	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> • Abstract of Quotation - 1 Orihinal na kopya (Abstract of Quotation - 1 Original copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> • Aprobadong Purchase Order/Letter Order/Kontrata 1 Orihinal na kopya (Duly approved Purchased Order/Letter Order/Contract - 1 Original copy) 	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> • Performance Security (para sa mga kontrata sa ilalim ng NP- Emergency Cases spesipiko sa mga Proyektong pang-impraestruktura, NP-Take-over Contracts, Adjacent/ Contiguous, NP- SVP Proyektong pang-impraestruktura) - 1 Orihinal na kopya <p>(Performance Security (for contracts under NP- Emergency</p>	<p>Supplier/Contractor/Service Provider/Consultant (Supplier/Contractor/Service Provider/Consultant)</p>

<p>Cases specifically Infrastructure Projects, NP-Take-over Contracts, Adjacent/Contiguous, NP-SVP Infrastructure Projects) - 1 Original copy)</p>	
<ul style="list-style-type: none"> Warranty Security (para sa mga kontrata sa ilalim ng Direct Contracting, NP-Repeat Order, NP-Dalawang bigong Bidding maliban sa Serbisyo ng pagkonsulta, NP- Emergency Cases maliban sa Consulting Services, NP- Take-over Contracts, Adjacent/Contiguous, NP-SVP maliban sa Consulting Services) - 1 Orihinal na kopya <p>(Warranty Security (for contracts under Direct Contracting, NP-Repeat Order, NP-Two Failed Biddings except for consulting Services, NP- Emergency Cases except for consulting services, NP- Take-over Contracts, Adjacent/ Contiguous, NP-SVP except for Consulting Services) - 1 Original copy)</p>	<p>Supplier/Contractor/Service Provider (Supplier/Contractor/Service Provider)</p>
<ul style="list-style-type: none"> Katibayan ng Posting ng Notice of Award, Contract/PO, pati na ang NTP kung Kahingian sa PhilGEPS Website at sa anumang lugar na kapansin-pansin sa loob ng DENR (kung mayroon), para sa mga kontratang may ABC na mahigit sa PhP50,000.00 (maliban sa Shopping at Negotiated Procurement sa ilalim ng mga Emergency Cases, Ahensiya-sa-Ahensiya at SVP) - 1 sinertipikahang Tunay na Kopya <p>(Proof of Posting of Notice of Award, Contract/PO, including the NTP if necessary, in the PhilGEPS Website and at any conspicuous place in the DENR premises (if available), for contracts with ABC of above PhP50,000.00(except in Shopping and Negotiated Procurement under Emergency Cases, Agency-to-Agency, and SVP) - 1 Certified True Copy)</p>	<p>BAC Secretariat (Seksiyon ng Pamamahala sa Procurement, Dibisyon ng Pamamahala sa Ari-arian at Suplay) (BAC Secretariat (PrMS-PSMD))</p>
<ul style="list-style-type: none"> Orihinal na kopya ng Delivery Receipt (1 o higit pa, kung 	<p>Supplier/Contractor/Service Provider/Consultant</p>

naaayon) (Original copy of Delivery Receipt - 1 or more, if applicable)	(Supplier/Contractor/Service Provider/Consultant)
<ul style="list-style-type: none"> Sales Invoice/Billing Invoice/Official Receipt - 1 Orihinal na kopya (Sales Invoice/Billing Invoice/Official Receipt - 1 Original copy) 	Supplier/Contractor/Service Provider/Consultant (Supplier/Contractor/Service Provider/Consultant)
<ul style="list-style-type: none"> Inspection and Acceptance Report, kung naaayon - 1 Orihinal na kopya (Inspection and Acceptance Report, as applicable - 1 Original copy) 	Komite ng Inspection and Pre-acceptance (Inspection and Pre-acceptance Committee)
<ul style="list-style-type: none"> Sertipiko ng Acceptance - 1 Orihinal na kopya (Certificate of Acceptance - 1 Original copy) 	Yunit ng End-user (End-user Unit)
B. Para sa karagdagang mga kahingiang dokumentaryo sa bawat uri ng transaksyon, maaring sumangguni sa Seksiyon 9.2.1 to 9.2.5 ng COA Circular No. 2012-01 (For the additional documentary requirements per transaction type, please refer to Sections 9.2.1 to 9.2.5 of the COA Circular No. 2012-01)	

***Batay sa Komisyon ng Awdit (COA) Circular 2012-001 na may petsang Hunyo 14, 2012 Binagong mga Alituntunin at Mga kahingiang Dokumentaryo ng mga Karaniwang Transaksyon sa Gobyerno.

(***Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Dibisyon ng Badyet (Budget Division)				
<p>1. Magsumite ng Disbursement Voucher (DV) at Obligation Request Status (ORS) na nilagdaan ng Hepe ng Humihiling na Opisina/ Awtorisadong Kinatawan at may kumpletong mga Kalakip na Dokumento sa Dibisyon ng Badyet para sa ribyu at ebalwasyon</p> <p>(Submit Disbursement Voucher (DV) and Obligation Request and Status (ORS) signed by the Head, Requesting Office/ Authorized Representative with complete supporting Documents to Budget Division for review and evaluation)</p>	<p>1. Tatanggapin at irekord sa Logbook ang lahat ng DV at ORS na may kalakip na kumpletong mga Kalakip na Dokumento, pagbukod-bukurin ayon sa mga kategorya at ibibigay sa nakatalagang tagaproseso o kontroler na itinalaga sa bawat Opisina</p> <p>(Receive and record in Logbook all DV and ORS with complete supporting documents, sort into categories and forward to concerned Processor or Controller assigned per Office)</p>	<p>Wala</p> <p>(None)</p>	<p>1 oras</p> <p>(1 hour)</p>	<p>Nakatalagang Tauhan- Dibisyon ng Badyet</p> <p>(Receiving/Releasing Clerk Budget Division)</p>

<p>1.1 Wala</p> <p>(None)</p>	<p>1.1 Riribuhin/itse-tsek kung wasto ang inihandang DV at ORS at kung kompleto ang mga kalakip na dokumento. Ibeberipika ang pagkakaroon ng allotment, i-eencode sa ORS system, ilalagay ang generated na numero sa ORS, at inisyal sa Box B at lfoforward sa Hepe/ Pangalawang Hepe/Hepe ng Seksiyon sa Dibisyon ng Badyet alinsunod sa Manual of Approval</p> <p>(Review/check the accuracy of the prepared DV and ORS and the completeness of the supporting documents. (Verify availability of allotment, encode in the ORS system, indicate generated number in the ORS, and initial Box B and forward to the Chief/Assistant Chief/ Section Chief, Budget Division in accordance with Manual of Approval.)</p>	<p>Wala (None)</p>	<p>5 oras (Kompleks)</p> <p>2 araw at 3 oras (Lubhang Teknikal)</p> <p>(5 hours) (Complex)</p> <p>(2 days and 3 hours) (Highly Technical)</p>	<p>Tagaproseso/Kontroler Dibisyon ng Badyet</p> <p>(Processor/Controller Budget Division)</p>
<p>1.2 Wala</p>	<p>1.2 Riribuhin at Lalagdaan ang Box B ng ORS at lfoforward sa nakatalagang tauhan</p>	<p>Wala (None)</p>	<p>5 oras (Kompleks)</p> <p>2 araw at 3 oras (Lubhang Teknikal)</p>	<p>Hepe, Dibisyon ng Badyet (Mataas sa Php 50,000.00) Pangalawang Hepe ng Dibisyon/ Hepe ng Seksiyon, Dibisyon ng Badyet</p>

(None)	(Review and Sign Box B of ORS and forward to Receiving and Releasing Clerk.)		(5 hours) (Complex) (2 days and 3 hours) (Highly Technical)	(Mababa sa Php 50,000.00) (Chief, Budget Div (Above Php 50,000.00)) (Assistant Chief/ Section Chief (Php 50,000.00 below) Budget Division)
1.3 Wala (None)	1.3 Pagsasamahin ang mga DV at ORS ayon kategorya ng bawat uri ng Claim at lfoforward sa Dibisyon ng Akawnting. (Batch up several DV and ORS into category per kind of claim and forward to the Accounting Division.)	Wala (None)	1 oras (1 hour)	Receiving/Releasing Clerk-Dibisyon ng Badyet (Receiving/Releasing Clerk Budget Division)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Dibisyon ng Akawnting (Accounting Division)				
Wala (None)	1.4 Tatanggapin ang DV/Payroll na may ORS na may lagda at mga Kalakip na Dokumento (Receive DV/Payroll with signed ORS and supporting documents (SDs).)	Wala (None)	2 oras at 30 minuto (2 hours and 30 minutes)	Administrative Assistant Dibisyon ng Akawnting (Administrative Assistant Accounting Division)
Wala (None)	1.5. Tatatakan ng “Received”, ilalagay ang oras at petsa ng pagtanggap at iinisyalan (Stamp “Received”, indicate time and date of receipt and initials on the received portion of the DV)	Wala (None)		
Wala (None)	1.6. Lalagyan ng takdang numero ang DV/Payroll (Assigns DV/Payroll number.)	Wala (None)		

Wala	1.7 Irerekord sa Logbook ang numero, pangalan ng tao/kompanyang babayaran, partikular at halaga ng DV	Wala		
(None)	(Record in the logbook the DV number and date, name of payee, particulars and amount.)	(None)		
Wala	1.8. Ilalakis ang Accounting Division Document Tracking (AD-DT) na may pangalan ng tao/kompanyang babayaran, numero, petsa at halaga ng DV/Payroll, petsa at oras ng pagtanggap	Wala		
(None)	(Attach and accomplish the Accounting Division Document Tracking (AD-DT) by indicating the payee name, number, date and amount of DV/Payroll, date, time of receipt)	(None)		

Wala	1.9. Ibibigay ang DV na may nilagdaang ORS, AD-DT at iba pang Kalakip na Dokumento sa itinalagang Tauhan upang mai-encode sa database ng pagbabayad	Wala	1 oras at 30 minuto	Administrative Assistant Dibisyon ng Akawnting
None	(Forward DVs with signed ORS, AD-DT and supporting documents to the designated staff for encoding in the Disbursement database.)	None	(1 hour and 30 minutes)	(Administrative Assistant Accounting Division)
Wala	1.10. Ibibigay sa itinalagang Tauhan upang maiproseso ang dokumento	Wala		
None	(Forward the document to designated staff for processing.)	None		
Wala	1.11. Ilalagay sa AD-DT ang petsa at oras ng pagtanggap	Wala	4 oras (Kompleks)	Administrative Assistant Accountant I Accountant II Dibisyon ng Akawnting
(None)	(Indicate the date and time of receipt in the AD-DT)	(None)	(4 hours) (Complex)	(Administrative Assistant Accountant I Accountant II Accounting Division)
			(1 day and 5 hours) (Highly Technical)	

Wala	1.12. Ipoproseso ang DV kung ang mga dokumento ay naaayon at kumpleto	Wala		
(None)	(Process DVs as to completeness and propriety of supporting documents)	(None)		
Wala	1.13. Kukuwentahin ang naaayong buwis, kung mayroon man	Wala		
(None)	(Compute for applicable taxes, if any.)	(None)		
Wala	1.14. Ihahanda ang Certificate of Taxes Withheld (BIR Form 2307) kung naaayon.	Wala		
(None)	(Prepare Certificate of Taxes Withheld (BIR Form 2307), if applicable.)	(None)		
Wala	1.15. Ihahanda ang mga Akawnting entries sa Box B ng DV.	Wala		
(None)	(Prepare Accounting Entries in Box B of DV.)	(None)		
Wala	1.16. Ilinisyalan ang Box C ng DV	Wala		
(None)	1(Affix initial in Box C of DV.)	(None)		

Wala (None)	1.17. Isusulat sa AD-DT ang petsa at oras na natapos ang pagpoproseso (Accomplish the AD-DT by indicating the date and time when the processing was completed)	Wala (None)		
Wala (None)	1.18. Ibigay sa itinalagang Tauhan ang DV na may aprobadong ORS, AD-DT at Kalakip na Dokumento upang ma-index (Forward DVs with approved ORS, AD-DT and supporting documents to the designated staff for indexing.)	Wala (None)		
Wala (None)	1.19. Ilalagay sa AD-DT ang petsa at oras ng pagtanggap (Indicate the date and time of receipt in the AD-DT)	Wala (None)	2 oras (2 hours)	Administrative Assistant sa Dibisyon ng Akawnting (Administrative Assistant Accounting Division)
Wala (None)	1.20. Irerekord ang petsa at numero, mga partikular at halaga sa indibidwal na index ng pagbabayad (Record DV date and number, particulars and amount in individual index of payment.)	Wala (None)		

Wala (None)	1.21. Inisyalan ang Box C ng DV (Affix initial in Box C of DV.)	Wala (None)		
Wala (None)	1.22. Ilalagay sa AD-DT ang petsa at oras na natapos ang pag-index (Accomplish the AD-DT by indicating the date and time when the indexing was completed.)	Wala (None)		
Wala (None)	1.23. Ibibigay ang DV na may aprobadong ORS, AD-DT na may mga Kalakip na Dokumento sa Hepe ng Dibisyon/Pangalawang Hepe ng Dibisyon/Hepe ng Seksiyon sa Pagbabayad para maribyu at malagdaan ang Box C. (Forward DVs with approved ORS, AD-DT with SDs to the Chief Accountant/ Asst. Chief Accountant / Chief Disbursement Section for review and signature in Box C.)	Wala (None)		
Wala (None)	1.24. Ilalagay sa AD-DT ang petsa at oras ng pagtanggap (Indicate the date and time of receipt in the AD-DT)	Wala (None)	5 oras (Kompleks) 2 araw at 4 na oras (Lubhang Teknikal)	Hepe, Seksiyon sa Pagbabayad (Mababa sa Php 50,000) Pangalawang Hepe ng Dibisyon / Accountant IV

Wala (None)	1.25. Riribuhin ang DV na may Aprobadong ORS at Kalakip na Documento (Review DVs with approved ORS and SDs)	Wala (None)		(P50,000.00 - P100,000.00) Hepe ng Dibisyon, Accountant V (Mataas sa Php 100,000) Dibisyon ng Akawnting	
Wala (None)	1.26. Lalagdaan/Sertipikuhan ang Box C batay sa Manual of Authorities (Sign/Certify Box C of DV based on the Manual of Authorities.)	Wala (None)		(5 hours) (Complex)	(Chief, Disbursement Section (Below Php 50,000.00))
Wala (None)	1.27. Ilalagay sa AD-DT ang petsa at oras ng aprobasyon (Accomplish the AD-DT by indicating the date and time of approval.)	Wala (None)		(2 days and 4 hours) (Highly Technical)	(Assistant Chief Accountant/Accountant IV (Php 50,000.00-100,000.00))
Wala (None)	1.28. Ibibigay ang nalagdaang DVs at Kalakip na Documento sa nakatalagang Tauhan (Forward the duly signed DVs and SDS to the Releasing Staff.)	Wala (None)			(Chief Accountant, Accountant V (Php 100,000.00+) Accounting Division)
Wala (None)	1.29. Ilalagay sa AD-DT ang petsa at oras ng paglabas ng dokumento at tatanggalin sa DV ang AD-DT (Indicate the date and time of release in the AD-DT and detaches the same.)	Wala (None)		1 oras (1 hour)	Administrative Assistant Dibisyon ng Akawnting (Administrative Assistant Accounting Division)

Wala	1.30. Iforward sa itinalagang Tauhan ang AD-DT upang mai-encode sa database ng pagbabayad	Wala		
(None)	(Forward the AD-DT to assigned staff for encoding in the disbursement database.)	(None)		
Wala	1.31. Tatatakan ng "Released", ilalagay ang oras at petsa sa DV	Wala		
(None)	(Stamp "Released"; indicate time and date in the DV.)	(None)		
Wala	1.32. Ibibigay sa mag-aaprobang awtoridad ang nilagdaang DVs kasama ng Kalakip na Dokumento at patungo sa mag-aaprobang awtoridad	Wala		
(None)	(Release the duly signed DVs together with complete SDs to Approving Authority.)	(None)		

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Office of Approving Authority per Manual of Authority (Opisina ng Taga-Aprobang Awtoridad batay sa Manual of Authority)				
<p>Wala</p> <p>(None)</p>	<p>1.33. Tatanggapin ang nilagdaang DV, Aprobang ORS, at mga Kalakip na Dokumento.</p> <p>Irerekord sa Logbook ang mga detalye. Iforward sa mag-aaprobang awtoridad para sa paglagda at aprobasyon.</p> <p>(Receive signed DV, approved ORS and supporting documents. Record in logbook. Forward to approving</p>	<p>Wala</p> <p>(None)</p>	<p>30 minuto</p> <p>(30 minutes)</p>	<p>Receiving/Releasing Clerk Opisina ng Taga Apruba batay sa Manual of Authorities</p> <p>Direktor, FMS O Direktor, AS (Hanggang Php 5M)</p> <p>ASEC FA (Mataas Php 5M hanggang 10M)</p> <p>USEC AIS (Mataas sa Php 10M hanggang 15M) Kalihim (Mataas sa Php 15M)</p> <p>(Receiving/Releasing Clerk)</p> <p>(Office of the Approving Authority based on Manual</p>

	authority for signature and approval)			of Authorities: Director, FMS Or Director, AS (Up to Php 5M)) (ASEC FA (Above Php 5M to 10M)) (USEC AIS (Above Php 10M to 15M)) (Secretary (Above Php 15M))
Wala	1.33. Tatanggapin ang nilagdaang DV, Aprobadong ORS, at mga Kalakip na Dokumento. Irerekord sa Logbook ang mga detalye. Iforward sa mag-aaprobang awtoridad para sa paglagda at aprobasyon.	Wala	30 minuto	Receiving/Releasing Clerk Opisina ng Taga Apruba batay sa Manual of Authorities Direktor, FMS O Direktor, AS (Hanggang Php 5M) ASEC FA (Mataas Php 5M hanggang 10M) USEC AIS (Mataas sa Php 10M hanggang 15M) Kalihim

(None)	(Receive signed DV, approved ORS and supporting documents. Record in logbook. Forward to approving authority for signature and approval)	(None)	(30 minutes)	(Mataas sa Php 15M) (Receiving/Releasing Clerk) (Office of the Approving Authority based on Manual of Authorities: Director, FMS Or Director, AS (Up to Php 5M)) (ASEC FA (Above Php 5M to 10M)) (USEC AIS (Above Php 10M to 15M)) (Secretary (Above Php 15M))
Wala	1.34. Tanggapin ang dokumento, ribyuhin at lagdaan ang Box D ng DV. Ibibigay sa nakatalagang Tauhan.	Wala	7 oras (Kompleks)	Taga Apruba batay sa Manual of Authorities
(None)	(Receive documents, review, and sign Box D of DV. Forward to Receiving/Releasing Clerk.)	(None)	3 araw at 7 oras (LubhangTeknikal) (7 hours) (complex) (3 days &	(Approving Authority based on Manual of Authorities)

			7 hours) (highly technical)	
Wala	1.35. Ilalabas ang Aprobadong DV patungo sa Dibisyon ng Akawnting.	Wala	30 minuto	Receiving/Releasing Clerk Opisina ng Taga Apruba batay sa Manual of Authorities
(None)	(Release approved DV to the Accounting Division)	(None)		(Receiving/Releasing Clerk Office of Approving Authority based on Manual of Authorities)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Division ng Akawnting (Accounting Division)				
Wala (None)	1.36. Tatanggapin ang may lagdang DV, ORS at mga Kalakip na Dokumento (Receive signed DV, ORS and supporting documents.)	Wala (None)	1 oras (1 hour)	Administrative Assistant Dibisyon ng Akawnting (Administrative Assistant Accounting Division)
Wala (None)	1.37. Ihahanda ang LDDAP-ADA at lfoforward sa opisyal na mag-aaprub (Prepares ADA and forwards to the approving Officer)	Wala (None)	2 oras at 30 minuto 2 hours and 30 minutes	Administrative Assistant Dibisyon ng Akawnting (Administrative Assistant Accounting Division)
Wala (None)	1.38. Riribuyhin at lalagdaan ng opisyal na mag-aaprub ang LDDAP (Approving Officer reviews and signs ADA)	Wala (None)	2 oras (Kompleks) 4 oras (Lubhang teknikal) (2 hours) (complex) (4 hours) (highly technical)	Hepe, Seksiyon sa Pagbabayad at Hepe, Dibisyon ng Akawnting (Chief, Disbursement Section and Division Chief)

Wala	1.39. Ibibigay ang LDDAP-ADA sa Cashier	Wala	30 minuto	Administrative Assistant sa Dibisyon ng Akawnting
(None)	(Released ADA to Cashier)	(None)	(30 minutes)	(Administrative Assistant Accounting Division)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Seksiyon ng Cashier (Cashier Section)				
<p>Wala</p> <p>(None)</p>	<p>1.40 Tatanggapin at irekord sa Logbook ang may lagda/aprubadong LDDAP-ADA, DV, ORS at/o iba pang mga Kalalip na Dokumento.</p> <p>Titiyaking kumpleto ang mga lagda sa DVs, ORS, LDDAP-ADA at ibigay sa itinalagang Tauhan ng Cashier.</p> <p>(Receive and record in Logbook the approved LDDAP-ADA, DV, ORS and/or other supporting documents.</p> <p>(Check completeness of signatories on the DVs, ORS and/or LDDAP-ADA and forward to concerned Cashier Staff.)</p>	<p>Wala</p> <p>(None)</p>	<p>30 minuto</p> <p>(30 minutes)</p>	<p>Receiving/Releasing Clerk (Administrative Assistant) Yunit ng Cashier</p> <p>(Receiving/Releasing Clerk (Administrative Assistant) Cashier Unit)</p>

<p style="text-align: center;">Wala</p> <p style="text-align: center;">(None)</p>	<p>1.41. Susuriin ang account/pinagmulan ng pondo at ang balanse ng Notice of Cash Allocation (NCA) ayon sa halaga na nakalagay sa DV.</p> <p>Ihahanda ang Tseke/ LDDAP-ADA at irekord sa Logbook ng Check and Advice to Debit Account Disbursement Record (CkADADRec.)</p> <p>(Check the account/funding source and balance of Notice of Cash Allocation (NCA) against the amount of the DV.)</p> <p>(Prepare Check and record in the Check and Advice to Debit Account Disbursement Record (CkADADRec.))</p>	<p style="text-align: center;">Wala</p> <p style="text-align: center;">(None)</p>	<p style="text-align: center;">30 minuto</p> <p style="text-align: center;">(30 minutes)</p>	<p style="text-align: center;">Nakatalagang Tauhan (Cashier I) Yunit ng Cashier</p> <p style="text-align: center;">(Cashier Staff (Cashier I) Cashier Unit)</p>
<p style="text-align: center;">Wala</p> <p style="text-align: center;">(None)</p>	<p>1.42. Ihahanda ang Advice of Checks Issued and Cancelled (ACIC) ng Tseke/LDDAP-ADA.</p> <p>(Prepare Advice of Checks Issued and Cancelled for Checks and LDDAP-ADA (ACIC).</p>	<p style="text-align: center;">Wala</p> <p style="text-align: center;">(None)</p>	<p style="text-align: center;">1 oras</p> <p style="text-align: center;">(1 hour)</p>	<p style="text-align: center;">Nakatalagang Tauhan (Cashier I) Yunit ng Cashier</p> <p style="text-align: center;">(Cashier Staff (Cashier I) Cashier Unit)</p>

Wala (None)	1.43. Irerekord sa Index of Payment ang mga detalye at ilalagay ang numero ng Tseke/LDDAP-ADA, petsa, pangalan ng Bangko at numero ng account sa Box E ng DV. Record Check/ LDDAP-ADA particulars in the Index of Payment and indicate Check/LDDAP-ADA number, date, bank name and account number in the portion E of the DV.)	Wala (None)	1 oras (1 hour)	Nakatalagang Tauhan (Administrative Assistant) Yunit ng Cashier (Administrative Assistant Cashier Unit)
Wala (None)	1.44. Riribuyhin at lalagdaan ang Tseke, ang bahaging ADA ng LDDAP-ADA at ACIC ng Tseke/LDDAP-ADA. (Review and sign the Check and the ADA portion of LDDAP-ADA, and ACIC.)	Wala (None)	1 oras (1 hour)	Hepe ng Cashier Yunit ng Cashier (Chief Cashier Cashier Unit)
Wala	1.45. Irerekord sa Logbook at lfoforward ang Tseke/LDDAP-ADA at mga Kalakip na Dokumento at kaukulang ACIC ng Tseke/LDDAP-ADA sa mag-aaprobang opisyaes batay sa Manual of Authorities	Wala	30 minuto	Receiving/Releasing Clerk (Administrative Assistant) Yunit ng Cashier

(None)	(Record in the Logbook and forward Check/LDDAP-ADA with supporting documents and corresponding ACIC to Approving Officials based on Manual of Authorities.)	(None)	(30 minutes)	(Receiving/Releasing Clerk (Administrative Assistant) Cashier Unit)
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MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Opisina ng Taga-Aprobang Awtoridad base sa Manual of Authority (Office of Approving Authority per Manual of Authority)				
Wala (None)	1.46. Tatanggapin ang Tseke/ADA, DV at iba pang kalakip na dokumento at kaukulang ACIC mula sa Seksiyon ng Cashier. (Receive Check/ADA, DV and other supporting documents and corresponding ACIC from Cashier Section.)	Wala (None)	30 minuto (30 minutes)	Receiving/Releasing Clerk Opisina ng Taga-Aproba batay sa Manual of Authorities (Receiving/Releasing Clerk) (Office of the Approving Authority based on Manual of Authorities)
Wala (None)	1.47. Lalagdaan ang Tseke at aaprubahan ang LDDAP-ADA batay sa Manual of Authorities, at kaukulang ACIC. (Countersign Check and approves the LDDAP-ADA based on Manual of Authorities, and corresponding ACIC.)	Wala (None)	5 oras (Kompleks) 3 araw at pitong oras (Lubhang Teknikal) (5 hours) (complex) (3 days & 7 hours) (Highly technical)	Taga Apruba batay sa Manual of Authorities (Approving Authority based on Manual of Authorities)

Wala	1.48. Iforward ang nilagdaan/ aprobadong Tseke/ LDDAP- ADA kasama ang mga Kalakip na Dokumento at kaukulang ACIC patungo sa Seksiyon ng Cashier.	Wala	30 minuto	Receiving/Releasing Clerk Opisina ng Taga Aproba batay sa Manual of Authorities
(None)	(Forward the signed/ approved Check/LDDAP- ADA with supporting documents and corresponding ACIC to cashier Unit)	(None)	(30 minutes)	(Receiving/Releasing Clerk) (Office of the Approving Authority based on Manual of Authorities)

MGA GAGAWIN NG KLIYENTE (CLIENT STEPS)	MGA AKSIYON NG AHENSIYA (AGENCY ACTIONS)	MGA BABAYARAN (FEES TO BE PAID)	PANAHOON NG PAGPROSESO (PROCESSING TIME)	NAKATALAGANG TAUHAN (PERSONS RESPONSIBLE)
Seksiyon ng Cashier (Cashier Section)				
<p>Wala</p> <p>(None)</p>	<p>1.49. Tatanggapin ang Aprobadong LDDAP-ADA na may mga Kalakip na Dokumento at mga kaukulang ACIC at irerekord sa Logbook.</p> <p>Para sa Tseke, tatanggapin ang Aprobadong Tseke at mga Kalakip na Dokumento at kaukulang ACIC at irerekord ang partikular sa Check Register book</p> <p>(Received the approved LDDAP-ADA with supporting documents and the corresponding ACIC and records in the Logbook.)</p> <p>(For checks, receive the signed checks, DV and supporting documents and the corresponding ACIC and records the particular in the check register)</p>	<p>Wala</p> <p>(None)</p>	<p>30 minuto</p> <p>(30 minutes)</p>	<p>Receiving/Releasing Clerk Opisina ng Taga-Aproba batay sa Manual of Authorities</p> <p>(Receiving/Releasing Clerk) (Office of the Approving Authority based on Manual of Authorities)</p>

Wala	1.50. Ihahanda ang mga tatanggaping kopya at soft copy ng LDDAP- ADA at ang kaukulang ACIC ng Tseke/ LDDAP-ADA na ibibigay sa LBP	Wala	2 oras at 30 minuto	Tauhan ng Cashier Yunit ng Cashier
(None)	Para sa Tseke, tatanggapin ang Nilagdaang Tseke, DV, kalakip na dokumento at kaukulang ACIC at irerekord ang particular sa Check Register. (Prepare the receiving copy and soft copy of LDDAP- ADA and the corresponding ACIC for check and LDDAP-ADA to be forwarded to LBP) (For checks, receive the signed checks, DV and supporting documents and the corresponding ACIC and records the particular in the check register)	(None)	(2 hours and 30 minutes)	(Cashier Staff Cashier Unit)
Wala	1.51. Para sa LDDAP-ADA, ilalagay ang halaga sa nakatalagang account.	Wala	Hindi bababa sa 24 oras at hindi lalagpas sa 48 oras	Tauhan ng Land Bank of the Philippines
(None)	Para sa Tseke, ikaklaro ang pondo, at ihahanda sa encashment/idedeposito sa nakatalagang account.	(None)	(Not earlier than 24 hours but not later than 48 hours)	(Staff of Land Bank of the Philippines)

Wala	1.52. Ipapaalam sa mga Kliyente/ Maniningil na ang Tseke ay maaari ng makuha/ LDDAP-ADA ay naiforward na sa bangko at maari ng mag-isyu ng OR at matanggap ang Sertipiko ng Buwis na nabawas kung ang halaga ay naideposito sa kanilang account sa Bangko	Wala	20 minuto	Tauhan ng Cashier Yunit ng Cashier
(None)	(Inform the claimants/payee that the check is ready for pick-up/the LDDAP-ADA was forwarded to the bank and to issue OR and to receive the Tax Certificate upon crediting payment to their account.)	(None)	(20 minutes)	(Cashier Staff Cashier Unit)
	1.53. Ibibigay ang Tseke at Sertipiko ng Buwis na nabawas sa Kliyente/ Maniningil at tatanggapin ang OR. Palalagdaan sa Box E ng DV at ilalaki ang Official Receipt sa DV (For Checks, release Check and Tax Certificate to the payee and sign the box D portion of the DV and attach the OR to the DV.)		10 minuto (10 minutes)	Tauhan ng Cashier Yunit ng Cashier (Cashier Staff Cashier Unit)

Wala	2. Tatanggapin ang tseke at lalagdaan ang Box E ng DV (Tseke) o Susuriin ang account ng Bangko LDDAP-ADA).	Wala		
(None)	Mag-iisyu ng OR sa Cashier at kukuhanin ang Sertipiko ng Buwis na nabawas, kung naaayon.	(None)		
	Lalagdaan ang Box E ng DV (LDDAP-ADA).			
	(Receive check and sign Box E of the DV (Checks) or Check bank account (LDDAP-ADA).			
	Issue Official Receipt to Cashier, and pick up tax certificate, if applicable. Sign in box E of DV (LDDAP-ADA)).			
	Kabuoan (Total)	Wala (None)	Kompleks (Complex)	7 araw ng trabaho (7 working days)
			Lubhang Teknikal (Highly Technical)	20 araw ng trabaho (20 working days)

Nota:
(Note:)

1. Ang oras ng pagpoproseso ay nakabatay sa palagay na ang lahat ng dokumentong Kahingian ay kumpleto at maayos, ang walang iba pang mga bagay/mga pagpupulong na kailangan asikasuhin/daluhan ng mga taga-aprobang awtoridad.

(Processing time is based on the assumption that all documents are complete and proper and that no other matters/ meetings being attended to by the signatories.)

- 2. Hindi kasama sa oras ng pagpoproseso ang 24 to 48 na oras ng pagpoproseso ng bangko
(Processing time excludes 24 to 48 bank waiting hours)**

**KLASIPIKASYON:
(CLASSIFICATION:)**

*Kompleks na mga Transaksiyon (*Complex Transactions)	
<ul style="list-style-type: none"> ● Remitanses ng Kontribusyon at Pagbabayad ng Pautang sa mga Ahensiya para sa Mandatoryong Pagkaltas at iba't ibang Institusyon ng Pagpapautang at Pagpopondo (Remittances of Contributions and Loan Payments to Agencies for Mandatory Deductions and Various Lending/Financing Institutions) ● Tubig/Koryente (Water/Electricity Expenses) ● Bayad sa Rehistro ng Seminar/Workshop (Registration fees for Seminar/Workshop) ● Funding Checks (Funding Checks) ● Land Bank (para sa mga sahod at iba pang benepisyo ng mga permanenteng Tauhan at bayad sa serbisyo ng mga Tauhan ng nasa ilalim ng contract of service) (Land Bank (for salaries and other personnel benefits of permanent employees and payment for service rendered of individuals hired under contract of service)) ● Payroll ng Serbisyo ng mga Tauhang nasa ilalim ng Contract of Service (tulad ng pagpoproseso ng pagbabayad ng Dibisyon ng Akawnting) 	<ul style="list-style-type: none"> ● Reistrasyon at Insurans ng Sasakyan (LTO/GSIS) (Registration and Insurance of Motor Vehicles (LTO / GSIS)) ● Honorarium (Honorarium) ● Catering Services (Catering Services) ● Mga Gastusin sa Paglalaba (Laundry Expenses) ● Mga Gastusin sa Patalastas o Anunsyo (Advertising Expenses) ● Espesyal na Counsel Allowances (Special Counsel Allowances)

(Payroll for Services rendered under Contract of Service (as to processing of payment by Accounting Division))	
<p>**Lubhang Teknikal na mga Transaksiyon (nangangailangan ng masusing pagsusuri, mas maraming oras ng pagpoproseso, makapal na dokumento na kailangang suriin, kailangan ng mga karagdang Kalakip na Dokumento, may implikasyon sa buwis) (**Highly Technical Transactions (requires further verification, more time to process, bulk documents to validate, needs additional supporting documents, with tax implications))</p>	
<ul style="list-style-type: none"> ● Payroll ng mga Sahod, iba pang benepisyo ng mga Tauhan (RATA, atbp.) at sahod ng Permanenteng Tauhan (Payroll Salaries, wages, and other personnel benefits (RATA, etc.) and compensation of permanent) ● Payroll ng Serbisyo ng mga Tauhan ng nasa ilalim ng Contract of Service (gaya ng pag-issue ng ORS ng Dibisyon ng Badyet) (Payroll for Services rendered under Contract of Service (as to issuance of ORS by Budget Division)) ● Janitorial/Serbisyong Panseguridad (Janitorial/Security Services) ● Mga Gastusin sa Paglalakbay – Pre-travel and Reimbursement (Lokal at Ibang Bansa) (Travelling Expenses – Pre-travel and Reimbursement (Local and Foreign)) ● Replenishment ng Petty Ca (Replenishment of Petty Cash) ● Mga Gastusin sa Gasolina, Langis at Lubrikants (Fuel, Oil and Lubricants Expenses) 	<ul style="list-style-type: none"> ● Pagbili ng Suplay at mga Kasangkapan (Purchase of Supplies and Equipment) ● Pagkumpuni at Pagmantine ng mga Gusali, Sasakyan, Kasangkapan at iba pa (Repairs and Maintenance of Building, Motor Vehicle, Equipment etc.) ● Konstruksiyon ng mga Gusali at iba pang mga Estruktura (Construction of Buildings and Other Structures) ● Consultancy – Indibidwal at kompanya (Consultancy – Individual and Firms) ● Pagpapaupa ng Tunay na Ari-arian at Lugar ng Kaganapan (Lease of Real Property and Venue) ● Paglilipat ng Pondo sa Pagitan ng Ahensiya (Inter-agency Fund Transfer) ● Pagkakaloob ng Paunang bayad sa Special Disbursing Officers (Grant of Cash Advance for Special Disbursing Officer)

- Mga Gastusin sa Komunikasyon at Telepono
(Communication and Telephone Expenses)
- Gastusin sa mga Mensaherong Nagdadala ng mga Produkto at Dokumento - JRS
(Courier Expenses - (JRS))
- Hotel at Akomodasyon
(Hotel and Accommodation)
- Mga gastusin sa Subskripsiyon (kabilang na ang Dyaryo)
(Subscription Expenses (including Newspaper))

- Paglilimbag at Publikasyon
(Printing and Publication)
- Pagpapaupa (printer/copier)
(Rental (printer/copier))
- Mga Gastusin sa Pagsasanay at Iskolarship
(Training and Scholarship Expenses)
- Pamasaha sa Eroplano
(Plane fare)