



## Obligation and disbursement of funds for Monthly Rental of Building/Office Space and Monthly Newspaper Subscription

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment for monthly rental of building and office space and monthly newspaper subscription.

<b>Office or Division:</b>	Budget Division and Accounting Division-Financial Service
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	Government-to-Business (G2B)
<b>Who may avail:</b>	External Creditors

CHECKLIST OF REQUIREMENTS		
Document	No. of Copies	Where to Secure
1. Obligation Request and Status (ORS) –Box A signed by approving authority	Four (4)	To be prepared by the end-user/Procurement Management Division (PMD)
2. Disbursement Voucher – Box A signed by approving authority	Four (4)	To be prepared by the end-user/PMD
3. Copy of the Certificate of Availability of Funds (CAF) for the contract	Four (4)	Budget Division-Financial Service
4. Copy of Contract for initial payment	One (1)	PMD/Regional BAC
5. Copy of Approved APP/Certification from PMD that it is included in approved APP/SAPP (for initial payment)	One (1)	PMD/Regional BAC
6. Certification of Expenses incurred are official in nature from Administrative Service/Regional/City/Provincial Prosecutor	One (1)	Administrative Service/End-user
7. Statement of Account/Bill	One (1)	Administrative Service/End-user
8. Authority to Credit (Bank name, branch, account number and account name)	One (1)	Administrative Service/End-user

*Additional documents may be required for purposes of validation*

PROCEDURES				
Client Steps	Agency Actions	Fees to be Paid	Processing Time *	Person Responsible
1. Prepares and submits duly accomplished ORS, DV, together with the Checklist of documentary Requirements duly	Receive, record in the logbook and forwards to in-charge (budget focal)	None	One (1) hour	Budget Division Receiving Personnel



signed by the head of requesting office, and other supporting documents that should be prepared by the end-user				
	Review completeness and validity of supporting documents as to funds availability		One (1) hour	In-charge/budget focal-Budget Division
	Obligate ORS		One (1) hour	In-charge-Budget Division
	Review and signs ORS		One (1) hour	Chief-Budget Division**
	Release to Accounting Division		One (1) hour	Budget Division-releasing personnel
	Receive, record in the logbook and forward to in-charge in pre-audit		One (1) hour	Accounting Division Receiving Personnel
	Pre-audit DV		One (1) hour	In-charge-Pre-audit Section, Accounting Division
	Signs Box B of DV and indicate mode of payment whether check or ADA		One (1) hour	Chief-Accounting Division**
	Release DV to the office of FS Director		One (1) hour	Accounting Division Releasing Personnel
	Affixes initials in Box C		One (1) hour	Director IV-Financial Service
	Release DV to office of authorized signatory		One (1) hour	Releasing Personnel-Budget Division
	Sign/approve DV			Undersecretary/ Assistant Secretary for Finance
	Receive and record approved DV and forward to in-charge		One (1) hour	Receiving Personnel-Accounting Division
	Prepare LDDAP-ADA		One (1) hour	In-charge-Accounting Division





	Review LDDAP-ADA		One (1) hour	Assistant Chief-Accounting Division
	Sign Box A of LDDAP-ADA		One (1) hour	Chief-Accounting Division**
	Record and release LDDAP		One (1) hour	Releasing Personnel-Accounting Division
	Receive and record LDDAP and forward to signatory		One (1) hour	Receiving Personnel-Budget Division
	Signs/approves Box C of LDDAP-ADA		One (1) hour	Director IV-Financial Service**
	Release signed/approved LDDAP-ADA		One (1) hour	Releasing Personnel-Budget Division
<b>TOTAL:</b>			<b>2 days and 3 hours</b>	

*\*Maximum processing time depending on the volume of transaction*

*\*\*Can be signed by the designated alternate signatories in case of unavailability of the principal signatories*