



## Obligation and Disbursement of Funds for Salary and Other Benefits of Original Appointees

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment for the salary and other benefits of original appointees.

|                             |   |
|-----------------------------|---|
| <b>Office or Division:</b>  | Budget Division and Accounting Division-Financial Service |
| <b>Classification:</b>      | Simple  |
| <b>Type of Transaction:</b> | Government-to-Government (G2G)                            |
| <b>Who may avail:</b>       | DOJ newly hired officials and employees                   |

### CHECKLIST OF REQUIREMENTS

| Document  | No. of Copies | Where to Secure   |
|---|---------------|---|
| 1. Obligation Request and Status (ORS)  | Four (4)      | Prepared by the Personnel Division and signed by the Head of Program/Service in Box A |
| 2. Duly filled up Disbursement Voucher  | Four (4)      | Prepared by the Personnel Division and signed by the Head of Program/Service in Box A |
| 3. Certified true copy of duly approved Appointment   | One (1)       | Personnel Division  |
| 4. Certified true copy of Oath of Office  | One (1)       | Personnel Division  |
| 5. Certificate of Assumption  |               | Personnel Division  |
| 6. Statement of Assets, Liabilities and Net Worth as to the date of assumption  | One (1)       | Personnel Division  |
| 7. Bureau of Internal Revenue (BIR) withholding certificates (Forms 1902/1905 and 2305).  | One (1)       | Personnel Division  |
| 8. Approved Daily Time Record (DTR)/Certificate of Service (COS)/Certified Photocopy of Approved DTR/COS  | One (1)       | Personnel Division  |
| 9. Personal Data Sheet – CS FORM 212 (Revised 2017)   | One (1)       | Personnel Division  |
| 10. Authority to Credit with complete bank details<br>Or Photocopy of ATM Payroll Account with signature showing the Account number of the employee | One (1)       | Personnel Division  |
| 11. For HDMF, Fill –up (MDF) Members Data Form, if no number, apply online for employer's update  | One (1)       | Personnel Division  |
| 12. For PHIC Fill-up (PMRF) Philhealth Members Registration Form for employer's update  | One (1)       | Personnel Division  |

*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 signed by the head of requesting office, and other supporting documents that should be prepared by the end-user | Receive, record in the logbook and forwards to in-charge (budget focal)           | None            | One (1) hour      | Budget Division Receiving Personnel              |
|   | 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 hour                  | (1) | Releasing Personnel-Budget Division             |
|               | Sign/approve DV   |  |                           |     | Undersecretary/ Assistant Secretary for Finance |
|               | Receive and record approved DV and forward to in-charge |  | One hour                  | (1) | Receiving Personnel-Accounting Division         |
|               | Prepare LDDAP-ADA                                       |  | One hour                  | (1) | In-charge-Accounting Division                   |
|               | Review LDDAP-ADA  |  | One hour                  | (1) | Assistant Chief-Accounting Division             |
|               | Sign Box A of LDDAP-ADA                                 |  | One hour                  | (1) | Chief-Accounting Division**                     |
|               | Record and release LDDAP                                |  | One hour                  | (1) | Releasing Personnel-Accounting Division         |
|               | Receive and record LDDAP and forward to signatory       |  | One hour                  | (1) | Receiving Personnel-Budget Division             |
|               | Signs/approves Box C of LDDAP-ADA                       |  | One hour                  | (1) | Director IV-Financial Service**                 |
|               | Release signed/approved LDDAP-ADA                       |  | One hour                  | (1) | 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*