



Obligation and disbursement of funds for Reimbursement/Payment of monthly bills for telephone/internet services

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment of monthly bills for telephone/internet services.

Office or Division:	Budget Division and Accounting Division-Financial Service
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G), Government-to-Business (G2B)
Who may avail:	DOJ organic officials and employees/ 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)	Requesting party/payee/end-user
2. Disbursement Voucher – Box A signed by approving authority	Four (4)	Requesting party/payee/end-user
3. Statement of Account/Bill	One (1)	Administrative Service/End-user
4. Copy Approved APP/Certification from PMD that it is included in APP/SAPP (for initial payment)		Procurement Management Division
5. Copy of Contract (for initial payment)	One (1)	Administrative Service/End-user
6. Certificate of Availability of Fund (for initial payment)	Four (4)	Budget Division-Financial Service
7. Certification of Expenses incurred are official in nature from Administrative Service/Regional/City/Provincial Prosecutor	One (1)	Administrative Service/End-user
8. Invoice/Official Receipt or machine validated statement of account/bill, if for reimbursement	One (1)	Telephone company/internet provider
9. Authority to Credit (Bank name, branch, account number and account name)	One (1)	Telephone company/internet provider

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, 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 (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
TOTAL:			2 days and 3 hours	

**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*