



Accounting Division (AD)
Internal Services



1. FS-AD01 Liquidation of Cash Advances (CA) for Special Purpose / Time-Bound Undertakings and Local and Foreign Travel

This service covers the receipt, verification, and processing of liquidation documents for Cash Advances (CA) granted to officials and employees for special purpose or time-bound undertakings, as well as authorized local and foreign travel. It ensures that expenses incurred are properly supported with complete documentary requirements and recorded in accordance with existing government accounting, budgeting, and auditing rules and regulations.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012, Revised Guidelines and Documentary Requirement for Common Government Transactions.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Special Purpose/Time-Bound Undertakings	
A.1. Obligation Request and Status (1) Photo Copy	Applicant / Client
A.2. Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund (1) Certified True Copy	Applicant / Client
A.3. Bureau of Treasury issued Fidelity Bond covering cash accountability of the designated employee as Special Disbursing Officer (1) Certified True Copy	Applicant / Client
A.4. For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency (1) Certified True Copy	Applicant / Client
A.5. Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund. (1) Certified True Copy	Applicant / Client
A.6. Detailed list of expenses (1) Original Copy	Applicant / Client
A.7. Report of Disbursement (1) Original Copy	Applicant / Client
A.8. Official Receipts and supporting documents of various expenses incurred (1) Original Copy	Applicant / Client
B. Local Travel Expenses	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
<i>Remarks:</i> Do not attach if actual travel expenses are equal to or less than the cash advance	
B.2. Obligation Request and Status (1) Original Copy	Applicant / Client
<i>Remarks:</i> Do not attach if actual travel expenses are equal to or less than the cash advance	
B.3. Liquidation Report (1) Original Copy	Applicant / Client



B.4. Travel Order/Training Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
B.5. Approved actual itinerary of travel (1) Original Copy	Applicant / Client
B.6. Previously approved itinerary of travel for cash advance received (1) Original Copy	Applicant / Client
B.7. Certificate of Travel Completed (1) Original Copy	Applicant / Client
B.8. Certificate of Appearance (1) Original Copy	Applicant / Client
B.9. Official receipts/ticket for plane fare/bus/boat/training fee (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
B.10. Boarding pass and E-ticket (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If claiming taxi fare	
B.a.1. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
B.a.2. Certified True Copy of Certificate of Residency (1) Certified True Copy	Applicant / Client
B.b. If claiming for toll fee	
B.b.1. Trip Ticket (1) Certified True Copy	Applicant / Client
B.b.2. Daily Summary of Trips (1) Certified True Copy	Applicant / Client
B.b.3. Toll fee tickets (1) Original Copy	Applicant / Client
B.b.4. If Radio Frequency Identification (RFID) was used, Statement of Account with corresponding rates per entry and exit point (1) Certified True Copy	Applicant / Client
B.b.5. If replenishment of load/top up, please attach highlighted Toll Fee Matrix, proof of load/top-up, and Reimbursement Expense Receipt (RER) for each entry / exit point. (1) Original Copy	Applicant / Client
B.c. If charter trips or special hires of Public Utility Vehicle and extra ordinary means of transportation (e.g., Habal-Habal)	
B.c.1. Prevailing rate from the municipality of places visited (1) Certified True Copy	Applicant / Client
B.c.2. Justification duly signed by Division Chief (1) Original Copy	Applicant / Client
B.c.3. Official Receipts (1) Original Copy	Applicant / Client
B.c.4. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
B.c.5. Certification of Non-Use of Government Vehicles and Non-Provision of vehicles by Contractors, clients, etc., duly noted by Division Chief (1) Original Copy	Applicant / Client
B.d. For Expenses of P300.00 or less from establishments not issuing receipts	
B.d.1. Certification of Expenses Not Requiring Receipts (CENRR) (1) Original Copy	Applicant / Client
B.e. For field guide cost	



B.e.1. justification for services of field guides, duly noted by Division Chief (1) Original Copy	Applicant / Client
B.f. If with hotel accommodation in excess of authorized Travel Rates per Executive Order No. 77	
B.f.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
B.f.2. Certificate in Excess of Authorized Travel Rates per Executive Order No. 77 (1) Original Copy	Applicant / Client
B.g. If claiming actual hotel not exceeding allowed travelling allowance per EO#77	
B.g.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed</i>	
C. Foreign Travel Expenses	
C.1. Disbursement Voucher (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Do not attach if travel expenses are equal to or less than the cash advance</i>	
C.2. Obligation Request and Status (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Do not attach if travel expenses are equal to or less than the cash advance</i>	
C.3. Liquidation Report (1) Original Copy	Applicant / Client
C.4. Travel Authority, duly approved by Secretary (1) Certified True Copy	Applicant / Client
C.5. Approved actual itinerary of travel (1) Original Copy	Applicant / Client
C.6. Previously approved itinerary of travel for cash advance received (1) Certified True Copy	Applicant / Client
C.7. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.8. Certificate of Appearance (1) Certified True Copy	Applicant / Client
C.9. Official receipts/ e-ticket/boarding pass/bus/boat/training fee (affidavit of loss is not allowed) (1) Original Copy	Applicant / Client
C.10. Full copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>	
C.11. Narrative Report of trip undertaken/Report of Participation (1) Certified True Copy	Applicant / Client
Sub Situational Requirement/s	
C.a. If with plane fare	
C.a.1. Three (3) quotations from different airlines	Applicant / Client



(1) Original Copy				
C.a.2. Official receipt (1) Original Copy		Applicant / Client		
C.b. If with travel insurance				
C.b.1. Official receipts (1) Original Copy		Applicant / Client		
C.b.2. Copy of policy coverage (1) Certified True Copy		Applicant / Client		
C.c. If with Representation allowance				
C.c.1. Official receipts with detailed summary of expenses (1) Original Copy		Applicant / Client		
C.c.2. certification of the amount incurred (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: If documents submitted are incomplete, return to applicant/client for compliance.	1.1. Receive documents, record in logbook and endorse to Special Assignment Section (SAS).	None	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Attach checklist, indicate details of Cash Advance (amount, fund, Travel Order number, destination and Obligation Request and Status number, as applicable) and endorse to accountant/Administrative Officer.		30 minute/s	• Accounting Staff / Clerk; Accounting Division (AD)
	1.3. Verify completeness and propriety of the Supporting Documents.		2 working day/s	• Administrative Officer / Accountant; Accounting Division (AD)
	1.4. Identify the type of liquidation transaction to determine the appropriate next steps: a. Liquidation with refund, proceed to step 1.5 to 3.2 b. Liquidation equal to Cash Advance, proceed to step 3.3 c. Liquidation with reimbursement proceed to step 3.3		7 hour/s	• Administrative Officer / Accountant; Accounting Division (AD)
	1.5. For transactions with liquidation involving a refund, prepare an Order of Payment (OP).		1 working day/s	• Administrative Officer / Accountant; Accounting Division (AD)
2. Print OP and submit to Treasury Division (TD). Pay the amount of refund. Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: This step applies specifically to transactions with liquidation involving a refund.	2.1. Receive and check validity of Order of Payment through Collection Monitoring System (COMs).	None	30 minute/s	• Cashier; Treasury Division (TD)
	2.2. Accept payment and prepare Official Receipt (OR).		1 hour/s	• Cashier; Treasury Division (TD)
	2.3. Issue Official Receipt		30 minute/s	• Cashier; Treasury Division (TD)



3. Forward copy of the Official Receipt (OR) to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: This step applies specifically to transactions with liquidation involving a refund.	3.1. Receive copy of Official Receipt and forward to Special Assignment Section.	None	30 minute/s	Receiving Clerk; Accounting Division (AD)
	3.2. Attach copy of Official Receipt to Liquidation Report with refund.		30 minute/s	Accounting Staff / Clerk; Accounting Division (AD)
	3.3. Assign Liquidation Report number. Sign initials in Box C "Certified Supporting Document complete and Proper" of Liquidation Report. Record Liquidation Report details in the monitoring logbook.		3 hour/s	Administrative Officer / Accountant; Accounting Division (AD)
	3.4. Review processed Liquidation Report and its Supporting Documents and affix initials in Box C.		1 hour/s	Supervising Accountant (Special Assignment Section); Accounting Division (AD)
	3.5. Signs Box C of Liquidation Report		1 hour/s	Chief Accountant; Accounting Division (AD)
	3.6. Forward the Liquidation Report and Supporting Documents to the following offices: (a) Liquidation with refund and (b) Liquidation equal to Cash Advance, forward the documents to the Financial Reporting Section for booking. (b) Liquidation with reimbursement, forward the documents to Budget Division.		2 hour/s	Receiving Clerk; Accounting Division (AD)
Total Processing Time:		Working Days: 5 working day/s, 2 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. FS-AD02 Payment of Claims Related to Local and Foreign Travels of Employees (Cash Advance and Reimbursement)

This service covers the receipt, evaluation, verification, and processing of claims for cash advances and reimbursements related to the official local and foreign travel of Department personnel. It includes the review of supporting documents, validation of the travel authority and entitlements, computation of allowable travel expenses, and preparation of the necessary accounting and disbursement documents to facilitate the grant of cash advance or reimbursement of travel expenses.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit (COA) Circular No. 2012-001 dated June 14, 2012, Executive Order No. 77, and applicable internal guidelines of the agency.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Cash Advance for Local Travel	
A.1. Disbursement Voucher (1) Original Copy	Applicant / Client
A.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
A.3. Travel Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
A.4. Duly approved Itinerary of Travel (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
A.a. if taxi is to be claimed	
A.a.1. Certificate of Residency (1) Certified True Copy	Applicant / Client
A.b. If with plane fare	
A.b.1. Three (3) quotations from different airlines (1) Original Copy	Applicant / Client
A.c. If thru boat or ship	
A.c.1. Quotation for RORO fare (1) Original Copy	Applicant / Client
A.c.2. Copy of trip ticket (1) Certified True Copy	Applicant / Client
A.d. For Driver	
A.d.1. Copy of trip ticket (1) Certified True Copy	Applicant / Client
B. Cash Advance for Training outside Metro Manila	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
B.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
B.3. Approved Training Order (1) Certified True Copy	Applicant / Client
B.4. Duly approved Actual Itinerary of Travel showing place of residence (1) Original Copy	Applicant / Client



B.5. Travel Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
B.6. Complete copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
Sub Situational Requirement/s	
B.a. If with plane fare	
B.a.1. Three (3) quotations from different airlines. (1) Original Copy	Applicant / Client
C. Reimbursement of Local Travel Expenses	
C.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.3. Travel Order/Training Order, duly approved and numbered (1) Certified True Copy	Applicant / Client
C.4. Approved Actual Itinerary of Travel showing place of residence. (1) Original Copy	Applicant / Client
C.5. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.6. Certificate of Appearance (1) Certified True Copy	Applicant / Client
C.7. Official receipts/ticket for plane fare/bus/boat/training fee (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	
C.8. Boarding pass and e-ticket (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
C.a. If claiming taxi fare	
C.a.1. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
C.a.2. Certificate of Residency (1) Certified True Copy	Applicant / Client
C.b. If claiming for toll fee	
C.b.1. Trip Ticket (1) Certified True Copy	Applicant / Client
C.b.2. Daily Summary of Trips (1) Certified True Copy	Applicant / Client
C.b.3. Toll fee tickets (1) Original Copy	Applicant / Client
C.b.4. If Radio Frequency Identification (RFID) was used, Statement of Account with corresponding rates per entry and exit point (1) Certified True Copy	Applicant / Client
C.b.5. If replenishment of load/top up, please attach highlighted Toll Fee Matrix, proof of load/top-up, and RER for each entry/exit point. (1) Original Copy	Applicant / Client
C.c. If with hotel accommodation in excess of authorized travel rates per Executive Order No. 77	
C.c.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	



C.c.2. Certificate in Excess of Authorized Travel Rates per Executive Order No. 77 (1) Original Copy	Applicant / Client
C.d. If claiming actual hotel not exceeding allowed travelling allowance per EO#77	
C.d.1. Official Receipt (1) Original Copy	Applicant / Client
<i>Remarks:</i> <i>Affidavit of loss is not allowed.</i>	
C.e. For expenses of P300.00 or less from establishments not issuing receipts	
C.e.1. Certificate of Expenses Not Requiring Receipts (CENRR) (1) Original Copy	Applicant / Client
C.f. If Contract of Service (COS) Employee	
C.f.1. Copy of Contract of Service. (1) Certified True Copy	Applicant / Client
C.g. If assigned as "detailed employee" by PARENT AGENCY in the Department of Energy (known as the RECEIVING AGENCY)	
C.g.1. Copy of Memorandum of Agreement (MOA) (1) Certified True Copy	Applicant / Client
C.h. If charter trips or special hires of PUV and extra ordinary means of transportation (e.g., Habal-Habal)	
C.h.1. Prevailing rate from the municipality of places visited (1) Certified True Copy	Applicant / Client
C.h.2. Justification duly signed by Division Chief (1) Original Copy	Applicant / Client
C.h.3. Official Receipts (1) Original Copy	Applicant / Client
C.h.4. Reimbursement Expense Receipt (RER) (1) Original Copy	Applicant / Client
D. Cash Advance for Foreign Travel	
D.1. Disbursement Voucher (1) Original Copy	Applicant / Client
D.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
D.3. Travel Authority, duly approved by Secretary (1) Certified True Copy	Applicant / Client
D.4. Duly approved Itinerary of Travel showing specific place of destination(s) (1) Original Copy	Applicant / Client
D.5. Complete copy of the invitation letter from the organizer (1) Certified True Copy	Applicant / Client
<i>Remarks:</i> <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>	
D.6. Daily Subsistence Allowance Rate (1) Original Copy	Applicant / Client
D.7. Exchange rate used (1) Original Copy	Applicant / Client
Sub Situational Requirement/s	
D.a. If with training fee	
D.a.1. Billing statement from the organizer (1) Original Copy	Applicant / Client
E. Reimbursement of Foreign Travel Expenses	
E.1. Disbursement Voucher (1) Original Copy	Applicant / Client



E.2. Approved Obligation Request and Status (1) Photo Copy		Applicant / Client		
E.3. Travel Authority, duly approved by the Secretary (1) Certified True Copy		Applicant / Client		
E.4. Duly approved Itinerary of Travel showing specific place of destination (s) (1) Original Copy		Applicant / Client		
E.5. Certificate of Travel Completed (1) Original Copy		Applicant / Client		
E.6. Certificate of Appearance (1) Certified True Copy		Applicant / Client		
E.7. Official receipts/e-ticket/boarding pass/bus/boat/training fee (affidavit of loss is not allowed) (1) Original Copy		Applicant / Client		
E.8. Complete copy of the invitation letter from the organizer (1) Certified True Copy		Applicant / Client		
Remarks: <i>The invitation letter shall include details on the financial arrangements, funding source, and program of activities.</i>				
E.9. Daily Subsistence Allowance Rate (1) Original Copy		Applicant / Client		
E.10. Exchange rate used (1) Original Copy		Applicant / Client		
E.11. Narrative Report of trip undertaken/Report of Participation (1) Certified True Copy		Applicant / Client		
Sub Situational Requirement/s				
E.a. If with plane fare				
E.a.1. Three (3) quotations from different airlines (1) Original Copy		Applicant / Client		
E.a.2. A justification signed by Bureau Director is needed if choosing a higher-cost airline and/or for additional baggage allowance. (1) Original Copy		Applicant / Client		
E.b. If with travel insurance				
E.b.1. Official Receipts (1) Original Copy		Applicant / Client		
E.b.2. Copy of Policy Coverage (1) Original Copy		Applicant / Client		
E.c. If with representation allowance				
E.c.1. Official receipts with detailed summary of expenses (1) Original Copy		Applicant / Client		
E.c.2. Certification of the amount incurred (1) Original Copy		Applicant / Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: If the documents are incomplete or if the	1.1. Receive Disbursement Voucher and its Supporting Documents and endorse it to Special Assignment Section (SAS).	None	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Identify the type of transaction to determine the appropriate next steps: a. Reimbursement – Add a note on the face of Disbursement Voucher if the payee has no outstanding Cash Advance b. Cash Advance – Prepare a		1 hour/s	• Administrative Officer / Accountant (Special Assignment Section); Accounting Division (AD)



applicant/client has an outstanding CA , return to the applicant/client for compliance.	Certification of No Outstanding Cash Advance		
	1.3. Endorse the Disbursement Voucher and its Supporting Documents to Payables Section.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.4. Evaluate/process Disbursement Voucher as to the completeness of its Supporting Documents and propriety of claim, then affix initials in Box C of Disbursement Voucher.	2 working day/s	• Accountant; Accounting Division (AD)
	1.5. Assign Disbursement Voucher number and record/encode in the Payment Monitoring System (PMS)/Index of Payment.	2 hour/s	• Accounting Staff; Accounting Division (AD)
	1.6. Review processed Disbursement Voucher and its Supporting Documents and affix initials in Box C of Disbursement Voucher.	1 hour/s	• Supervising Accountant; Accounting Division (AD)
	1.7. Certify and sign Certification of no outstanding Cash Advance and Box C of Disbursement Voucher	1 hour/s	• Chief Accountant; Accounting Division (AD)
	1.8. Record in the logbook and release/endorse processed Disbursement Voucher and its Supporting Documents to Approving Authority.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.9. Office of the approving authority receives the documents.	1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.10. Office of the approving authority reviews the Disbursement Voucher and its Supporting Documents and endorse to the Approving Authority for signature.	2 working day/s	• Staff; Any of requesting office / division
	1.11. Perform final review and sign Box D of the Disbursement Voucher.	1 working day/s	• Director; Any of requesting office / division
	1.12. Office of the approving authority returns to Accounting Division the approved Disbursement Voucher and its Supporting Documents.	1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.13. Receive and record in logbook the approved Disbursement Voucher and endorse to preparer of payment/E-MDS.	30 minute/s	• Receiving Clerk; Accounting Division (AD)
	1.14. Prepare E-MDS-ACIC and sign "Prepared by".	2 working day/s	• Accounting Staff; Accounting Division (AD)
	1.15. Sign "Certified correct." in the E-MDS-ACIC.	30 minute/s	• Chief Accountant; Accounting Division (AD)
	1.16. Log and forward to Treasury Division.	30 minute/s	• Accounting Staff; Accounting Division (AD)
Total Processing Time:		Working Days: 10 working day/s	



Total Processing Fee:	Total Standard Fee: None
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3. FS-AD03 Payment of Claims Other Than Travel

This service covers the receipt, evaluation, verification, and processing of claims related to utility and communication expenses; contracted-out services; payments to suppliers and contractors; consultancy services; contracts and purchase orders; infrastructure projects; inter-agency fund transfers; and payment of salaries and other personnel benefits for regular employees and Contract of Service personnel, among others.

Office or Division:	Accounting Division (AD)
Classification:	Complex
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)
Who may avail:	All Employees, Contract of Service (COS) Employees, Suppliers, Contractors, and/or Consultants, Other Government Units (facilitated by end-user unit)
Operating Hours:	8:00 AM - 5:00 PM
Statute:	Commission on Audit Circular No. 2012-001 dated June 14, 2012; Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act," and its Implementing Rules and Regulations; Republic Act No. 12009, otherwise known as the "New Government Procurement Act," and its Implementing Rules and Regulations; internal agency guidelines; and other applicable laws, rules, and issuances relevant to the transaction.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
For Situational Requirement	
A. Utilities Expenses (Water, Electricity, and Communication/Telephone)	
A.1. Disbursement Voucher (1) Original Copy	Applicant / Client
A.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
A.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
A.4. Certificate of Acceptance of services rendered (1) Original Copy	Applicant / Client
A.5. Authorization for payment (1) Original Copy	Applicant / Client
B. Janitorial / Security and other Service Provider	
B.1. Disbursement Voucher (1) Original Copy	Applicant / Client
B.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
B.3. Duly signed and notarized Contract with Certificate of Availability of Funds (1) Certified True Copy	Applicant / Client
B.4. Billing Statement/Statement of Account (1) Original Copy	Applicant / Client
B.5. Duly Approved Daily Time Record (1) Original Copy	Applicant / Client
B.6. Certification of Service Rendered (1) Original Copy	Applicant / Client
B.7. Duly approved attendance sheet with total no. of hours/days worked by Individual janitors (1) Original Copy	Applicant / Client
B.8. Bids and Awards Committee (BAC) Documents (1) Certified True Copy	Applicant / Client
B.9. Authorization for payment (1) Original Copy	Applicant / Client
B.10. Bureau of Internal Revenue (BIR) Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client



C. Cash Advance (CA) for Revolving Fund for Field Project Expenses, Setting Up of Special Purpose Petty Cash / Imprest Fund	
Sub Situational Requirement/s	
C.a. Initial Cash Advance	
C.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.a.3. Office Order signed by the Head of the Agency or authorized official designating a specific employee as Special Disbursing Officer (SDO) for a specific fund (1) Certified True Copy	Applicant / Client
C.a.4. Bureau of Treasury (BTR) issued Fidelity Bond covering cash accountability of the designated employee as Special Disbursing Officer (SDO) (1) Certified True Copy	Applicant / Client
C.a.5. For cash advance/revolving for field project expenses, detailed listing of types and estimated amount of expenses envisioned to be paid out of the fund as well as approval of the activity/event by the Head of the Agency (1) Certified True Copy	Applicant / Client
C.a.6. Instructions on fund-handling prepared in coordination with Accounting Division and signed by Agency Heads or authorized official. Instruction shall include enumeration of type of expenses authorized to be paid out of fund. (1) Original Copy	Applicant / Client
C.a.7. For Field Offices' (FOs) Cash Advance, memo request for transfer of funds and approved Budget for Current Operating Expenses (COE) (1) Original Copy	Applicant / Client
C.b. Replenishment of Petty Cash	
C.b.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.b.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.b.3. Report on Paid Petty Cash Vouchers (RPPCV) (1) Original Copy	Applicant / Client
C.b.4. Duly accomplished and approved Petty Cash Vouchers (PCVs) (1) Original Copy	Applicant / Client
C.b.5. Approved Purchase Request with certificate of Emergency Purchase, if necessary (1) Original Copy	Applicant / Client
C.b.6. Bills, receipts, sales invoices (1) Original Copy	Applicant / Client
C.b.7. Certificate of Expense not Requiring Receipt (CERR) or Reimbursement Expense Receipts (RER), if applicable (1) Original Copy	Applicant / Client
C.b.8. Inspection and Acceptance Report (IAR) or Certificate of Inspections and Acceptance (1) Original Copy	Applicant / Client
C.b.9. Pre-/Post-Repair Inspection Report (1) Original Copy	Applicant / Client
C.b.10. Waste Material Report (WMR) in case of replacement/repair (1) Original Copy	Applicant / Client
C.b.11. Approved trip ticket, for gasoline/fuel, together with parking and toll fee receipts, if any (for government vehicles only) (1) Original Copy	Applicant / Client
C.b.12. Canvass from at least 3 suppliers, except for purchases made while on official travel (1) Original Copy	Applicant / Client
C.b.13. Summary/Abstract of Canvass (1) Original Copy	Applicant / Client



C.b.14. Inventory Custodian Slip (ICS) for semi-expendable items (1) Certified True Copy	Applicant / Client
C.c. Replenishment of Field Offices' Cash Advances	
C.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
C.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
C.c.3. Memo request for replenishment of funds (1) Original Copy	Applicant / Client
C.c.4. Report of Checks Issued (RCI) (1) Original Copy	Applicant / Client
C.c.5. Cash in Bank Register (CBReg) (1) Original Copy	Applicant / Client
C.c.6. Tax Remittance Advice (TRA), if any (1) Photo Copy	Applicant / Client
D. Job Order for Repair and Maintenance	
D.1. Disbursement Voucher (1) Original Copy	Applicant / Client
D.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
D.3. Duly signed Purchase Order (1) Original Copy	Applicant / Client
D.4. Pre-repair Evaluation/Inspection Report (1) Original Copy	Applicant / Client
D.5. Approved Job Order Request (1) Original Copy	Applicant / Client
D.6. Bids and Awards Committee (BAC) Resolution, Notice of Award and Notice to Proceed and other Bids and Awards Committee (BAC) documents (1) Original Copy	Applicant / Client
D.7. Warranty Certificate, if applicable (1) Original Copy	Applicant / Client
D.8. Certificate of Acceptance of services rendered (1) Original Copy	Applicant / Client
D.9. Authorization for Payment (1) Original Copy	Applicant / Client
D.10. Billing / Invoice (1) Original Copy	Applicant / Client
D.11. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
E. Discretionary / Representation / Conference / Entertainment and Meeting Expense	
E.1. Disbursement Voucher (1) Original Copy	Applicant / Client
E.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
E.3. Official Receipt, Cash Invoice/Statement of Account (1) Original Copy	Applicant / Client
E.4. List of Attendees/guest (1) Original Copy	Applicant / Client
E.5. Purpose of the expense (1) Original Copy	Applicant / Client
E.6. Authority to incur expenses duly approved by authorized official (1) Original Copy	Applicant / Client
E.7. Bids and Awards Committee (BAC) documents, if applicable (1) Original Copy	Applicant / Client



E.8. Approved Purchase Request, if applicable (1) Original Copy	Applicant / Client
E.9. Certificate of expense by the official concerned (for discretionary) (1) Original Copy	Applicant / Client
E.10. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
F. Gasoline / Fuel / Oil / Lubricants	
F.1. Disbursement Voucher (1) Original Copy	Applicant / Client
F.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
F.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
F.4. Vehicle Trip Ticket (1) Original Copy	Applicant / Client
F.5. Requisition & Issue Slip (1) Original Copy	Applicant / Client
F.6. Certification of Acceptance of Goods Aailed (1) Original Copy	Applicant / Client
F.7. Detailed Summary of Fuel Fillings together with the transaction receipts (1) Original Copy	Applicant / Client
F.8. Authorization for payment (1) Original Copy	Applicant / Client
G. Contracts / Purchase Orders / Contract of Consultancy / Infrastructure Project	
G.1. Disbursement Voucher (1) Original Copy	Applicant / Client
G.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
G.3. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
G.4. Contract with Certificate of Availability of Funds (1) Original Copy	Applicant / Client
G.5. Bids and Awards Committee (BAC) Documents (1) Original Copy	Applicant / Client
G.6. Authorization for Payment (1) Original Copy	Applicant / Client
G.7. Certificate of Acceptance of goods delivered/ services rendered (1) Original Copy	Applicant / Client
G.8. Delivery Receipts (1) Original Copy	Applicant / Client
G.9. Approved Purchase Request (1) Original Copy	Applicant / Client
G.10. BIR Tax Clearance Certificate, if procurement is conducted through the public bidding (1) Original Copy Or (1) Certified True Copy	Applicant / Client
G.11. Other documents as required by the contract (1) Original Copy	Applicant / Client
H. Inter-Agency Fund Transfers	
H.1. Disbursement Voucher (1) Original Copy	Applicant / Client
H.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
H.3. Copy of duly approved MOA/Trust Agreement or its equivalent (1) Original Copy	Applicant / Client



H.4. Copy of Approved Program of Work (for infrastructure project) (1) Certified True Copy	Applicant / Client
H.5. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output (for projects other than infrastructure) (1) Certified True Copy	Applicant / Client
H.6. Certification by the Chief Accountant that funds previously transferred have been liquidated and accounted for in the books (1) Original Copy	Applicant / Client
H.7. Copy of the Official Receipt (OR) / electronic Official Receipt (eOR) / Acknowledge Receipt (AR) or equivalent issued by the Implementing Agency (IA) to Department of Energy (DOE) acknowledging receipt of funds transferred (for post-audit activities) (1) Original Copy	Applicant / Client
H.8. Official Receipt (OR) / electronic Official Receipt (OR) / Acknowledge Receipt (AR) or equivalent from Implementing Agency (IA), if transfer of funds is thru List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA) (1) Original Copy	Applicant / Client
H.9. Acknowledgement Receipt for those recipients of research fund (1) Original Copy	Applicant / Client
H.10. Copy of Transfer Certificate of Title of the land where the project will be built and a certification from the IA that the site is clear from impediments, e.g. informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way (1) Original Copy	Applicant / Client
I. Salary of Individuals hired under Contract of Service (COS)	
I.1. Disbursement Voucher (1) Original Copy	Applicant / Client
I.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
I.3. Contract duly signed, notarized with Certificate of Availability of Funds (1) Certified True Copy	Applicant / Client
I.4. Accomplishment Report and Approved Daily Time Record (1) Certified True Copy	Applicant / Client
I.5. Certificate of Acceptance of Accomplishment Report (1) Original Copy	Applicant / Client
I.6. Other documents as required by the contract (1) Original Copy	Applicant / Client
J. Salaries	
Sub Situational Requirement/s	
J.a. First/Initial Salary	
J.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.a.3. Duly approved appointment (1) Certified True Copy	Applicant / Client
J.a.4. Assignment order, if applicable (1) Certified True Copy	Applicant / Client
J.a.5. Oath of Office (1) Certified True Copy	Applicant / Client
J.a.6. Certificate of Assumption (1) Certified True Copy	Applicant / Client
J.a.7. Statement of Assets, Liabilities and net Worth (1) Certified True Copy	Applicant / Client
J.a.8. Approved DTR (1) Certified True Copy	Applicant / Client



J.a.9. BIR withholding certificates (Forms 1902 and 2316) (1) Certified True Copy	Applicant / Client
J.a.10. Payroll information on New Employee (1) Certified True Copy	Applicant / Client
J.a.11. Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms (1) Certified True Copy	Applicant / Client
J.b. Additional Requirement for Transferee	
J.b.1. Clearance from money, property and legal accountabilities from the previous office (1) Certified True Copy	Applicant / Client
J.b.2. Certification by the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions from previous office (1) Certified True Copy	Applicant / Client
J.b.3. Certificate of leave credits (1) Certified True Copy	Applicant / Client
J.b.4. Service Records (1) Certified True Copy	Applicant / Client
J.c. Salary of Casual/Contractual Personnel, Charged to Personnel Services	
J.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.c.3. Contract/appointment (for first claim) (1) Certified True Copy	Applicant / Client
J.c.4. Copy of Report of Personnel Action (ROPA) of the pertinent contract/appointment marked received by CSC (for first claim) (1) Certified True Copy	Applicant / Client
J.c.5. Certification by Personnel Officer that the activities and services cannot be provided by regular or permanent personnel of the agency (for first claim) (1) Certified True Copy	Applicant / Client
J.c.6. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.c.7. Certificated of Assumption of Duty for first salary (1) Certified True Copy	Applicant / Client
J.d. Salary Differentials due to Promotion and/or Step Increment	
J.d.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.d.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.d.3. Approved appointment in case of promotion or Notice of Salary Adjustment in case of step increment/salary increase (1) Certified True Copy	Applicant / Client
J.d.4. Certificate of Assumption (1) Certified True Copy	Applicant / Client
J.d.5. Approved Daily Time Record (DTR) or certification that the employee has not incurred leave without pay (1) Certified True Copy	Applicant / Client
J.e. Last Salary	
J.e.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.e.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.e.3. Clearance from money, property and legal Accountabilities (1) Certified True Copy	Applicant / Client



J.e.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.e.5. Authority to deduct accountabilities, if any (1) Original Copy	Applicant / Client
J.f. Salary due to heirs of deceased employee	
J.f.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.f.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.f.3. Clearance from money, property and legal Accountabilities (1) Certified True Copy	Applicant / Client
J.f.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
J.f.5. Authority to deduct accountabilities, if any (1) Original Copy	Applicant / Client
J.f.6. Death Certificate issued by the Philippine Statistics Authority (PSA) or Court Declaration in case of presumptive death or any evidence of circumstances of death, whichever is applicable (1) Certified True Copy	Applicant / Client
J.f.7. Marriage Certificate issued by PSA, if applicable (1) Certified True Copy	Applicant / Client
J.f.8. Birth Certificates of surviving legal heirs issued by PSA (1) Certified True Copy	Applicant / Client
J.f.9. Designation of next-of-kin (1) Original Copy	Applicant / Client
J.f.10. Waiver of rights of children 18 years and above (1) Original Copy	Applicant / Client
J.g. Salary during Maternity Leave	
J.g.1. Approved Application for Leave (1) Certified True Copy	Applicant / Client
J.g.2. Maternity Leave Clearance (1) Certified True Copy	Applicant / Client
J.g.3. Medical certificate for maternity leave (1) Certified True Copy	Applicant / Client
J.g.4. Certification as Solo Parent (for additional 15 days paid leave) (1) Original Copy	Applicant / Client
J.h. General Claims through the Automated Teller Machine (ATM)	
J.h.1. Disbursement Voucher (1) Original Copy	Applicant / Client
J.h.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
J.h.3. Approved Payroll (1) Original Copy	Applicant / Client
J.h.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
J.h.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
J.h.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K. Allowances, Honoraria and Other Forms of Compensation	
Sub Situational Requirement/s	
K.a. Personnel Economic Relief Allowance (PERA)	
K.a.1. Disbursement Voucher (1) Original Copy	Applicant / Client



K.a.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.a.3. Approved Payroll (1) Original Copy	Applicant / Client
K.a.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.a.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.a.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.b. Representation and Transportation Allowance (RATA) -For Individual Claims	
K.b.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.b.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.b.3. Copy of Office Order / Appointment (1st Payment) (1) Certified True Copy	Applicant / Client
K.b.4. Certification that the official / employee did not use / assign government vehicle (1) Original Copy	Applicant / Client
K.b.5. Certificate or report of service rendered or Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.c. Representation and Transportation Allowance (RATA) - For General Claims	
K.c.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.c.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.c.3. Approved Payroll (1) Original Copy	Applicant / Client
K.c.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.c.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.c.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.d. Clothing/Uniform Allowance - For Individual Claims	
K.d.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.d.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.d.3. Approved appointment of new employees (1) Certified True Copy	Applicant / Client
K.d.4. Certificate of Assumption (for new employees and those on leave without pay) (1) Certified True Copy	Applicant / Client
K.d.5. Certificate of non-payment from previous agency, for transferees (1) Original Copy	Applicant / Client
K.e. Clothing/Uniform Allowance - For General Claims	
K.e.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.e.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.e.3. Approved Payroll (1) Original Copy	Applicant / Client



K.e.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.e.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.e.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.f. Subsistence and Laundry Allowance - For Individual Claims	
K.f.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.f.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.f.3. Authority for entitlement to collect the benefit approved by Agency Head (1) Certified True Copy	Applicant / Client
K.f.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.g. Subsistence and Laundry Allowance - For General Claims	
K.g.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.g.2. Obligation Request and Status (1) Photo Copy	Applicant / Client
K.g.3. Payroll of personnel entitled to claim (1) Original Copy	Applicant / Client
K.g.4. Approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.g.5. Authority to collect (for initial claim) (1) Original Copy	Applicant / Client
K.g.6. Approved E-MDS-ACIC (1) Original Copy	Applicant / Client
K.g.7. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.h. Productivity Enhancement Incentive (PEI) - For Individual Claims	
K.h.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.h.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.h.3. Certification that the performance ratings for two semesters given to the personnel of the concerned division/office are at least satisfactory (1) Original Copy	Applicant / Client
K.h.4. Certification from the Legal Office that the employee has no administrative charge (1) Original Copy	Applicant / Client
K.i. Productivity Enhancement Incentive (PEI) - For General Claims	
K.i.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.i.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.i.3. Productivity Enhancement Incentive (PEI) Payroll (1) Original Copy	Applicant / Client
K.i.4. List of personnel dismissed within the year (1) Original Copy	Applicant / Client
K.i.5. List of personnel on Absent Without Official Leave (AWOL) (1) Original Copy	Applicant / Client
K.i.6. Certification that the performance ratings for the two semesters given to the personnel of the concerned division/office is at least satisfactory (1) Original Copy	Applicant / Client



K.i.7. Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.i.8. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.j. Special Counsel Allowance	
K.j.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.j.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.j.3. Office Order/Designation/Letter of Office of the Solicitor General (OSG) deputizing the claimant to appear in court as special counsel (1) Original Copy	Applicant / Client
K.j.4. Certificate of Appearance issued by Clerk of Court (1) Original Copy	Applicant / Client
K.j.5. Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the office represented (1) Original Copy	Applicant / Client
K.j.6. Certification issued by the Chief Accountant that the amount being claimed is still within the limitation under the General Appropriations Act (GAA) of the amount per month (1) Original Copy	Applicant / Client
K.k. Bids and Awards Committee (BAC) Honoraria	
K.k.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.k.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.k.3. Payroll (1) Original Copy	Applicant / Client
K.k.4. Office Order creating and designating the BAC composition and authorizing members to collect honoraria (1) Certified True Copy	Applicant / Client
K.k.5. Minutes of Bids and Awards Committee (BAC) Meeting (1) Certified True Copy	Applicant / Client
K.k.6. Notices of Award to the winning bidders of procurement activity being claimed (1) Certified True Copy	Applicant / Client
K.k.7. Certification that the procurement involves competitive bidding (1) Original Copy	Applicant / Client
K.k.8. Attendance sheet listing names of attendees of BAC meeting (1) Certified True Copy	Applicant / Client
K.k.9. Certification issued by the Chief Accountant that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant 2.7.6 to DBM Budget Circular No. 2004-5A dated October 7, 2005 and any future amendments thereof (1) Original Copy	Applicant / Client
K.l. Hazard Pay for Science and Technology Personnel	
K.l.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.l.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.l.3. Approved Payroll (1) Original Copy	Applicant / Client
K.l.4. Approved Payroll Register (1) Original Copy	Applicant / Client
K.l.5. Approved E-MDS-ACIC (1) Original Copy	Applicant / Client
K.l.6. Approved We-Access Transaction Reference	Applicant / Client



(1) Original Copy	
K.l.7. Computation for entitlement of benefits (1) Original Copy	Applicant / Client
K.l.8. Certificate of Eligibility (1) Certified True Copy	Applicant / Client
K.m. Overtime Pay	
K.m.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.m.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.m.3. Overtime authority stating the necessity and urgency of the work to be done, and the duration of overtime work (1) Certified True Copy	Applicant / Client
K.m.4. Overtime work program (1) Original Copy	Applicant / Client
K.m.5. Quantified Overtime accomplishment duly signed by the employee and supervisor (1) Original Copy	Applicant / Client
K.m.6. Certificate of service or duly approved Daily Time Record (DTR) (1) Certified True Copy	Applicant / Client
K.n. Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG) - For Individual Claims	
K.n.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.n.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.n.3. Clearance from money, property and legal accountabilities (retiree) (1) Certified True Copy	Applicant / Client
K.n.4. Certification that the employee is qualified to receive the MYB/YEB and CG benefits pursuant to DBM Budget Circular No. 2003-2 dated May 9, 2003 and 2017-02 dated May 8, 2017 (1) Original Copy	Applicant / Client
K.n.5. Certificate of Assumption to Office (for new employee/transferee) (1) Certified True Copy	Applicant / Client
K.n.6. Certificate of non-payment from previous agency (for transferee) (1) Original Copy	Applicant / Client
K.o. Mid-Year/Year-End Bonus (YEB) and Cash Gift (CG) - For General Claims	
K.o.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.o.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.o.3. Approved Payroll (1) Original Copy	Applicant / Client
K.o.4. Approved Payroll Register (hard and soft copy) (1) Original Copy	Applicant / Client
K.o.5. Approved E-MDS-Advice of Checks Issued and Cancelled (ACIC) (1) Original Copy	Applicant / Client
K.o.6. Approved We-Access Transaction Reference (1) Original Copy	Applicant / Client
K.p. Terminal Leave Benefits	
K.p.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.p.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.p.3. Clearance from money, property and legal accountabilities (1) Certified True Copy	Applicant / Client



K.p.4. Certified photocopy of employee's leave card as at last date of service duly audited by the Personnel Division and COA/Certificate of leave credits issued by Admin/Human Resource Management Division (1) Certified True Copy	Applicant / Client
K.p.5. Approved Leave Application (1) Certified True Copy	Applicant / Client
K.p.6. Complete Service Record (1) Certified True Copy	Applicant / Client
K.p.7. Statement of Assets, Liabilities and Net Worth (SALN) (1) Certified True Copy	Applicant / Client
K.p.8. Certified photocopy of appointment/Notice of Salary Adjustment (NOSA) showing the highest salary received if the salary from the last appointment is not the highest (1) Certified True Copy	Applicant / Client
K.p.9. Computation of terminal leave benefits duly signed/certified by the accountant (1) Original Copy	Applicant / Client
K.p.10. Applicant's authorization (in affidavit form) to deduct all financial obligations with the agency (1) Certified True Copy	Applicant / Client
K.p.11. Affidavit of applicant that there is no pending criminal investigation or prosecution against him/her (RA No. 3019) (1) Original Copy	Applicant / Client
K.p.12. In case of resignation, employee's letter of resignation duly accepted by the Head of the Agency (1) Certified True Copy	Applicant / Client
K.q. Additional requirements in case of death of claimant	
K.q.1. Death Certificate issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.2. Marriage Certificate issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.3. Birth Certificate of all surviving legal heirs issued by Philippine Statistics Authority (PSA) (1) Certified True Copy	Applicant / Client
K.q.4. Designation of next-of-kin (1) Original Copy	Applicant / Client
K.q.5. Waiver of rights of children 18 years and above (1) Original Copy	Applicant / Client
K.r. Monetization of Leave Credits	
K.r.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.r.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.r.3. Approved leave application with leave credit balance certified by Human Resource Management Division (HRMD) (1) Original Copy	Applicant / Client
K.r.4. Request for monetization of leave covering more than 10 days duly approved by agency head (1) Original Copy	Applicant / Client
K.s. For Monetization of 50 percent or more	
K.s.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.s.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.s.3. Clinical abstract/medical procedures to be undertaken in case of health, medical and hospital needs (1) Certified True Copy	Applicant / Client



K.s.4. Barangay Certification in case of need for financial assistance brought about by calamities, typhoon, fire, etc. (1) Certified True Copy	Applicant / Client
K.s.5. Justification on financial needs for the education of employee or children (1) Original Copy	Applicant / Client
K.t. Loyalty Cash Award/Incentive - For General Claims	
K.t.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.t.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.t.3. Service Record (1) Certified True Copy	Applicant / Client
K.t.4. Certificate of non-payment from previous office (for transferee) (1) Certified True Copy	Applicant / Client
K.t.5. Certification from HRMD that the claimant has not incurred more than 50 days of vacation leave without pay within the 10-year period or aggregate of more than 25 days authorized vacation leave without pay within the 5-year period, as the case may be (1) Certified True Copy	Applicant / Client
K.u. Collective Negotiation Agreement (CNA) Incentive	
K.u.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.u.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.u.3. Resolution signed by both parties incorporating the guidelines/criteria for granting Collective Negotiation Agreement (CNA) incentive (1) Certified True Copy	Applicant / Client
K.u.4. Copy of Collective Negotiation Agreement (CNA) payroll (1) Original Copy	Applicant / Client
K.u.5. Comparative statement of Department of Budget and Management (DBM) approved level of operating expenses and actual operating expenses (1) Certified True Copy	Applicant / Client
K.u.6. Certification issued by the Agency Head on the total amount of unencumbered savings generated from the cost-cutting measures identified in Collective Negotiation Agreement (CNA) which resulted from the joint efforts of labor and management and systems/productivity/income improvement (1) Certified True Copy	Applicant / Client
K.u.7. Proof that the planned programs/activities/ projects have been implemented and completed in accordance with targets for the year (1) Certified True Copy	Applicant / Client
K.v. Extraordinary and Miscellaneous Expenses	
K.v.1. Disbursement Voucher (1) Original Copy	Applicant / Client
K.v.2. Approved Obligation Request and Status (1) Photo Copy	Applicant / Client
K.v.3. Certification executed by the official concerned that the amount claimed was spent for the purpose and in the amount not exceeding the limit indicated in the general provisions of the General Appropriations Act (GAA) (1) Original Copy	Applicant / Client
K.v.4. Relevant Invoices/Receipts, if the amount claimed was spent for the purpose and in the amount exceeding the limit indicated in the general provisions of the General Appropriations Act (GAA) (1) Original Copy	Applicant / Client
K.v.5. Minutes of meeting if used for the purpose of meetings, seminars and conferences (1) Original Copy	Applicant / Client
K.v.6. Attendance Sheet (1) Original Copy	Applicant / Client



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the complete requirements to Accounting Division (AD). Location: 2nd Floor, Annex Building, Energy Center, 34th St., Rizal Drive, Bonifacio Global City, Taguig City, Philippines 1632 Notes/Instruction: a. If documents submitted are incomplete, return to applicant/client for compliance. b. If mode of payment is through check, forward the approved Disbursement Voucher (DV) to Treasury Division. c. If payment requires a copy of the Official Receipt/Acknowledgement Receipt/Provisional Receipt, and applicant/client has not yet attached it to the Disbursement Voucher (DV), inform the applicant/client for compliance.	1.1. Receive Disbursement Voucher (DV) and its Supporting Documents (SDs), record in the incoming logbook and endorse to Payables Section.	None	1 hour/s	• Receiving Clerk; Accounting Division (AD)
	1.2. Evaluate / process Disbursement Voucher (DV) as to the completeness of required documents and propriety of claim.		2 working day/s	• Accountant; Accounting Division (AD)
	1.3. Compute for applicable withholding taxes and/or penalty and other deductions, if any. Then, affix initials on box C of Disbursement Voucher (DV)		1 working day/s	• Accountant; Accounting Division (AD)
	1.4. Assign DV number and record/ encode in the Payment Monitoring System/ Index of Payment and forward to Supervising Accountant.		6 hour/s	• Accounting Clerk,; Accounting Division (AD)
	1.5. Review processed Disbursement Voucher (DV) and its Supporting Documents (SDs) and affix initials in Box C of Disbursement Voucher (DV).		2 working day/s	• Supervising Accountant, Payables Section; Accounting Division (AD)
	1.6. Certify and sign Box C of Disbursement Voucher (DV).		1 working day/s	• Chief Accountant; Accounting Division (AD)
	1.7. Record in the logbook and release/endorse processed Disbursement Voucher (DV) and its Supporting Documents (SDs) to Approving Authority.		1 hour/s	• Receiving Clerk; Accounting Division (AD)
	1.8. Office of the approving authority receives the documents.		1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.9. Office of the approving authority reviews the Disbursement Voucher (DV) and its Supporting Documents (SDs) and endorse to the Approving Authority for signature.		3 working day/s	• Staff; Any of requesting office / division
	1.10. Perform final review and sign Box D of the Disbursement Voucher (DV).		2 working day/s	• Director; Any of requesting office / division
	1.11. Office of the approving authority returns to Accounting Division (AD) the approved Disbursement Voucher (DV) and its Supporting Documents (SDs).		1 working day/s	• Receiving Clerk; Any of requesting office / division
	1.12. Receive and record in logbook the approved Disbursement Voucher (DV) and endorse to preparer of payment/E-MDS/LDDAP-ADA		1 hour/s	• Receiving Clerk,; Accounting Division (AD)
	1.13. Prepare E-MDS-ACIC/LDDAP-ADA and sign "Prepared by".		6 working day/s	• Accounting Staff; Accounting Division (AD)



	1.14. Sign "Certified correct:" in the E-MDS-ACIC.		6 hour/s	• Chief Accountant; Accounting Division (AD)
	1.15. Log and forward to Treasury Division (TD).		1 hour/s	• Receiving Clerk; Accounting Division (AD)
Total Processing Time:		Working Days: 21 working day/s		
Total Processing Fee:		Total Standard Fee: None		