Budget Division (BD)

Internal Services

1. FS-BD01 Request for Service (RFS) / Purchase Request (PR)

Processing of Request for Service (RFS) / Purchase Request (PR) involves the review, evaluation, and earmarking of requests to ensure that the proposed procurement of goods, services, or infrastructure projects is with approved allotments available.

This service is essential to ensure that government funds are allocated only for authorized purposes and within approved allotments.

Office or Division:	Budget Division (BD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	7:00 AM - 4:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Approved Work and Financial Plan (1) Photo Copy	Applicant / Client
2. Quotations (3) Original Copy	Applicant / Client
For Situational Requirement	
A. Distribution List	
A.1. Distribution List (1) Original Copy	Applicant / Client
Remarks: *If applicable for Field Supplies / Personal Protective Equipment (PPE), etc.*	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare Request for Services (RFS) / Purchase Request (PR) based on programmed activities and or approved appropriations and submit approved and numbered RFS/PR together with its supporting documents **Location:** Department of Energy Financial Services - Budget Division 2nd floor Annex Building, Energy Center, Rizal Drive, cor. 34th st. Bonifacio Global City, Taguig City, Metro Manila	1.1. Receive RFS/PR with complete supporting documents	None	5 minute/s	• Administrative Aide VI; Budget Division (BD)
	1.2. Evaluate / Process RFS/PR as to completeness and correctness of documents and check if the programmed activities of the unit is approved and or DBM approved CO and with available allotment		5 minute/s	• Budget Officer I; Budget Division (BD)
	1.3. Review / Evaluate / Earmark Request for Services / Purchase Request		2 minute/s	• Budget Officer II; Budget Division (BD)
	1.4. Review / Analyze earmarked funds for RFS / PR		2 minute/s	• Budget Officer III; Budget Division (BD)
	1.5. Review / Recommended earmarked funds for RFS / PR		4 minute/s	• Supervising Budget Officer; Budget Division (BD)
	1.6. Approve funding allocation for RFS/PR		4 minute/s	• Chief Administrative Officer; Budget Division (BD)
	1.7. Record to outgoing logbook the signed RFS/PR		3 minute/s	• Administrative Aide VI; Budget Division (BD)

Total Processing Time:	Working Days: 25 minute/s
Total Processing Fee:	Total Standard Fee: None

2. FS-BD02 Processing of Obligation Request and Status (ORS)

Processing of Obligation Request and Status involves the evaluation and recording of Obligation Requests to confirm the availability of funds and compliance with applicable government financial rules, including the monitoring of their processing status.

This service is essential to ensure that government funds are obligated only for authorized purposes and within approved allotments.

Office or Division:	Budget Division (BD)
Classification:	Simple
Type of Transaction:	G2G (Government to Government)
Who may avail:	All DOE Employees
Operating Hours:	8:00 AM - 5:00 PM

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Standard Requirement	
1. Obligation Request and Status (ORS) Form (1) Original Copy	Applicant / Client
For Situational Requirement	
A. Personnel Services	
Sub Situational Requirement/s	
A.a. Initial Salary of Civilian Employee	
A.a.1. Duly approved appointment (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.a.2. Assignment order (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.a.3. Oath of Office (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.a.4. Certificate of Assumption (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.a.5. Approved Daily Time Record (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.a.6. Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.b. Initial Salary of Individuals hired under Casual / Contractual	
A.b.1. Duly approved appointment (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.b.2. Certificate of Assumption (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.b.3. Approved Daily Time Record (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.b.4. Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.c. Salaries / Allowances / Benefits / Contributions	
A.c.1. Payroll/Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management

	Division
A.d. Magna Carta Benefits	
A.d.1. Certificate of Eligibility duly approved by authorized official (1) Original Copy Or (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.d.2. Payroll/Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e. Other Personnel Benefits	
A.e.1. Overtime Pay (1) Original Copy Or (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
Sub Requirement	
A.e.1.A. Overtime Pay	
A.e.1.A.1. Approved authority to render overtime (1) Certified True Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.2. Payroll / Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.3. Approved Daily Time Record (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.1.A.4. Accomplishment Report (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.2. Unpaid Prior Years Personnel Benefits (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
Sub Requirement	
A.e.2.A. Unpaid Prior Years Personnel Benefits	
A.e.2.A.1. Computation (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
A.e.2.A.2. Justification duly notarized (1) Original Copy	Department of Energy - Administrative Services - Human Resource Management Division
B. Local Travel	
Sub Situational Requirement/s	
B.a. Cash Advance	
B.a.1. Authority to Travel signed by concerned Undersecretary / Assistant Secretary (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.a.2. Approved Travel Order, duly numbered (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.a.3. Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
B.b. Reimbursement / Liquidation	
B.b.1. Authority to Travel signed by concerned Undersecretary / Assistant Secretary (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.2. Approved Travel Order, duly numbered (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.3. Actual Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
B.b.4. Certificate of Travel Completed (1) Original Copy	Applicant / Client

B.b.5. Certificate of Appearance / Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client
B.b.6. Plane / Bus / Boat Tickets / Boarding Passes/Terminal Fees (1) Original Copy	Applicant / Client
B.b.7. Official Receipts for hotel accommodations together with hotel Statements of Accounts and other related travel expenses claimed (1) Original Copy	Applicant / Client
B.b.8. For hotel expenses incurred, a certification of expenses duly signed by the Head of the Agency or authorized official, in excess of the allotted hotel, but not beyond the allowed amount as per Executive Order (EO) No. 77 (1) Original Copy	Applicant / Client
B.b.9. For taxi fare claimed, justification for the use of taxi rather than ordinary mode of transportation duly noted by Division Chief and proof of payment or Reimbursement Expense Receipt (RER) for each fare in excess of P75.00 (1) Original Copy	Applicant / Client
B.b.10. For gasoline expenses incurred: (1) Original Copy	Applicant / Client
Sub Requirement	
B.b.10.A. For gasoline expenses incurred:	
B.b.10.A.1. Official Receipt (1) Original Copy	Applicant / Client
B.b.10.A.2. Copy of duly accomplished Vehicle Trip Ticket (1) Certified True Copy	Applicant / Client
B.b.10.A.3. Copy of duly accomplished Fuel Consumption Report properly noted by General Services Division (GSD) (1) Certified True Copy	Applicant / Client
B.b.11. If cash advance was granted: (1) Original Copy	Applicant / Client
Sub Requirement	
B.b.11.A. If cash advance was granted:	
B.b.11.A.1. Copy of previously approved itinerary of travel (1) Certified True Copy	Applicant / Client
B.b.11.A.2. Liquidation Report signed by Chief Accountant (1) Original Copy	Applicant / Client
C. Foreign Travel	
Sub Situational Requirement/s	
C.a. Cash Advance	
C.a.1. Duly signed Travel Authority from the Office of the President or Authorized official (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.a.2. Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
C.a.3. Letter of Invitation (1) Original Copy Or (1) Photo Copy	Applicant / Client
C.b. Reimbursement / Liquidation	
C.b.1. Duly signed Travel Authority from the Office of the President or Authorized official (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.b.2. Actual Itinerary of travel duly approved by authorized official (1) Original Copy	Applicant / Client
C.b.3. Certificate of Travel Completed (1) Original Copy	Applicant / Client
C.b.4. Certificate of Appearance/Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client

C.b.5. Plane tickets, boarding pass (1) Original Copy Or (1) Certified True Copy	Applicant / Client
C.b.6. Official Receipts/bills for non-commutable, in case entitled to travel allowance or for expenses claimed on actual basis (1) Original Copy	Applicant / Client
C.b.7. If cash advance was granted: (1) Original Copy	Applicant / Client
Sub Requirement	
C.b.7.A. If cash advance was granted:	
C.b.7.A.1. Copy of previously approved itinerary of travel (1) Photo Copy Or (1) Certified True Copy	Applicant / Client
C.b.7.A.2. Liquidation Report signed by Chief Accountant (1) Original Copy	Applicant / Client
D. Training Expenses	
D.1. Approved Training Order (1) Original Copy Or (1) Certified True Copy	Applicant / Client
D.2. Invitation (1) Photo Copy	Applicant / Client
D.3. Official Receipts for reimbursement (1) Original Copy	Applicant / Client
D.4. Certificate of Appearance / Attendance (1) Original Copy Or (1) Certified True Copy	Applicant / Client
E. Utilities Expenses (Water and Electricity)	
E.1. Billing Statement / Statement of Account (1) Original Copy	Applicant / Client
F. Communication Expenses	
F.1. Billing Statement / Statement of Account / Official Receipt (OR) (1) Original Copy	Applicant / Client
F.2. Certification / authorization signed by authorized official (1) Original Copy	Applicant / Client
G. Extraordinary and Miscellaneous Expenses	
G.1. Certification executed by the official concerned that the amount claimed was spent for the purpose (1) Original Copy	Applicant / Client
H. Special Counsel Allowance	
H.1. Office Order / Designation / Letter of the OSG deputizing the claimant to appear in court as special counsel (1) Certified True Copy	Applicant / Client
H.2. Certificate of Appearance issued by the Office of the Clerk of Court (1) Original Copy	Applicant / Client
H.3. 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	Applicant / Client
I. Salary of Individuals hired under Contract of Service (COS)	
I.1. Contract duly signed, notarized with Certificate of Availability of Funds (1) Photo Copy	Department of Energy - Administrative Services - Human Resource Management Division
I.2. Other documents as required by the contract (1) Photo Copy	Department of Energy - Administrative Services - Human Resource Management Division
J. Taxes, Duties and Licenses	
J.1. Billing Statement / Statement of Account / Official Receipt (OR) (1) Original Copy	Applicant / Client
J.2. Designation as Special Disbursing Officer (SDO)	Department of Energy - Administrative

(1) Certified True Copy	Services - Treasury Division
K. Representation	
K.1. Official Receipt, Cash Invoice/Statement of Account (1) Original Copy	Applicant / Client
K.2. List of Attendees/guest (1) Original Copy	Applicant / Client
K.3. Authority to incur expenses duly approved by authorized official (1) Original Copy	Applicant / Client
L. Petty Cash	
L.1. Petty Cash Voucher (1) Original Copy	Applicant / Client
L.2. Requisition and Issue Slip (RIS) / Inspection and Acceptance Report (IAR) (1) Original Copy Or (1) Photo Copy	Applicant / Client
L.3. Request for Services (1) Original Copy Or (1) Photo Copy	Applicant / Client
L.4. Quotations (1) Original Copy Or (1) Photo Copy	Applicant / Client
L.5. Abstract of Quotation (1) Original Copy	Applicant / Client
L.6. Purchase Request (1) Original Copy Or (1) Photo Copy	Applicant / Client
L.7. Certification for Emergency Purchase (1) Original Copy	Applicant / Client
M. Contracts / Purchase Orders (PO) / Memorandum of Agreement (MOA)	
M.1. Duly signed contract / PO / MOA (1) Original Copy Or (1) Photo Copy	Applicant / Client
Sub Requirement	
M.1.A. Duly signed contract / PO / MOA	
M.1.A.1. Other documents as required by the Contract (1) Photo Copy	Applicant / Client
M.1.A.2. Certificate of Availability of Funds duly signed by the Chief Accountant (1) Original Copy	Applicant / Client
M.2. Approved Job Order (if necessary) (1) Original Copy	Applicant / Client
M.3. Bids and Awards Committee (BAC) Documents (BAC Resolution and Notice of Award) (1) Photo Copy	Applicant / Client
M.4. Approved Purchase Request (1) Photo Copy	Applicant / Client

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. 1. Prepare Obligation Request and Status (ORS) and its supporting documents and approved ORS (Box A) and submit to BD **Location:** Department of Energy Financial Services - Budget Division 2nd floor Annex Building, Energy Center, Rizal Drive, cor. 34th st. Bonifacio Global City, Taguig City, Metro Manila	1.1. Receive ORS with complete supporting documents and record to incoming logbook for ORS	None	5 minute/s	• Administrative Aide VI; Budget Division (BD)
	1.2. Evaluate/Process ORS and its supporting documents and check for availability of funds per object of expenditures		10 minute/s	• Budget Officer; Budget Division (BD)
	1.3. Encode and assign ORS No. to e-ledger and record to individual ledger per assigned Bureau/Service		10 minute/s	• Budget Officer; Budget Division (BD)

	1.4. Encode in Registry of Appropriation, Allotment, Obligation and Disbursement (RAAOD) for Personnel Services (PS) / Maintenance and Other Operating Expenses (MOOE) / Capital Outlay (CO)		5 minute/s	• Budget Officer; Budget Division (BD)
	1.5. Encode ORS to Payment Monitoring System		7 minute/s	• Budget Officer; Budget Division (BD)
	1.6. Review as to correctness, completeness, and availability of funds and obligated as to purpose indicated (Box B)		5 minute/s	• Budget Officer; Budget Division (BD)
	1.7. Update status of ORS		2 minute/s	• Budget Officer; Budget Division (BD)
	1.8. Recommend for approval as to correctness, completeness, and availability of funds and obligated as to purpose indicated (Box B)		6 minute/s	• Supervising Administrative Officer; Budget Division (BD)
	1.9. Approve / Certify ORS as to availability of Allotment and Obligated as to purpose indicated (Box B)		5 minute/s	• Chief Administrative Officer; Budget Division (BD)
	1.10. Record ORS to outgoing logbook and transmit to Accounting Division / End-user		5 minute/s	• Administrative Aide VI; Budget Division (BD)
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		