CITIZEN'S CHARTER NO. R3-AF-09. PROCESSING OF DISBURSEMENT VOUCHER FOR INFRASTRUCTURE

Disbursement Voucher is used to pay an obligation to agencies or creditors for infrastructure (applicable to DPWH, LGUs and other agencies in case of by Administration

Office or Division:		DENR CENRO/PENRO to Regional Office		
Classification:		Simple		
Type of Transaction:		G2B - Government to Business G2C- Government to Citizen G2G- Government to Government		
Who may avail:				
CHECKLIST OF REQUIREMENTS		**WHERE TO SECURE**		
General Requirement				
Notice of Completion		Contractor		
Request for Inspection		Contractor		
Disbursement Voucher (1 original, 3 duplicates)		Requesting Party/MS/MSD		
Approved Obligation Request and Status (2 original)		Requesting Party and Budget Unit/Section		
If by Contract:				
Job Order (1 original, 2 photocopies)		Procurement Unit/Section		
Job Request (1 original, 2 photocopies)		Requesting Party		
BAC Resolution ((1 original, 2 photocopies)		Bids and Awards Committee (BAC) Secretariat		
Abstract of Quotations (1 original, 2 photocopies)		Requesting Party and BAC Secretariat		
Quotations (1 original per supplier, 2 photocopies)		Service Provider		
Inspection and Acceptance Report (1 original, 2 photocopies)		Inspection and Acceptance Committee (IAC)		
Official Receipt (1 original, 2 photocopies)		Contractor		
Certificate of Acceptance (1 original, 2 photocopies)		Requesting Party/End-User		
Client Steps	**Agency Action**	**Fees to be Paid**	**Processing Time**	**Persons Responsible**
1. Submit DV (with signed or approved Box A) with complete supporting documents to Accounting Unit/Section	1. Receive/record in Logbook, assign DV number and forward DV with complete supporting documents to concerned Accounting staff	None	30 min	Receiving/Releasing Clerk Accounting Unit/Section

	1.1. Process DV as to completeness of supporting documents, validity and correctness of claims	None	3 to 4 hours	Accounting Staff Accounting Unit/Section
	1.2. Compute and deduct applicable taxes			
	1.3. Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card			
	1.4. Prepare Journal Entry (Box B) and affix initial in DV			
	1.5. Forward to Chief Accountant for review and approval			
	1.6. Review DV and sign Box C of DV and forward to Receiving/ Releasing Clerk	None	2 hours	Chief Accountant Accounting Section
	1.7.Release DV and other documents to approving authority based on Manual of Authorities	None	1 hour	PENRO Officer (PENRO); Assistant Regional Director (ARD) for Management Services (MS) or Regional Executive Director (RED) (Regional Office)
	TOTAL		6 hours & 30 minutes - 7 hours & 30 minutes	