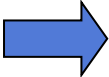







REGIONAL OFFICE SECSIME PROCESS NO. 3

Name of Agencies : DENR Regional Office 3- Budget Section
Frontline Service : Processing of Obligation Request and Status (ORS) – One Time per Claim
Schedule of Availability of Service : 8:00-5:00, Monday to Friday
Who may avail of the Service : External Customers (Contractors, Suppliers and Service Providers)
Internal Customers (DENR Employees and Contractual Personnel)
How to avail of the Service :

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit claims/documents to Budget for funding purposes 	Receive and record in Logbook all transactions needing Obligationsand forward documents to concernedBudget Officers 	 OLIVIA L. DELA CRUZ Administrative Aide I	5 minutes	Payment for the following: a. Mandatory Expenses 1. Disbursement Voucher 2. Billing/ Statement of Accounts 3. Certification that expenses are Official in Nature b. Purchase Order/ Job Order/ Contract (See Annex A) c. TEV (Local) 1. Disbursement Voucher 2. Approved Travel Order 3. Itinerary of Travel 4. Certificate of Travel Completed 5. Special Order, if applicable 6. (Additional Requirement for Reimbursement) Travel Report,	

			 <p>JOAN M. MAGAT Data Encoder II</p>		<p>Certificate of Appearance, Tickets, RER, Boarding Pass, Terminal Fee Ticket/Stub</p> <p>d. Cash Advances 1. Disbursement Voucher</p> <p>e. Replenishment of Cash Advances (See Annex B)</p> <p>f. Salaries of Contract of Service 1. Notarized Contract 2. Disbursement Voucher 3. Duly Accomplished Daily Time Record (DTR) 4. Accomplishment Report</p>	
2		<p>Review, check fund availability and allotment, verify completeness of documents</p> 	 <p>ANTONIA M. TAN Administrative Officer IV</p>	10 minutes	<p>ORS and other supporting documents</p>	



ARNOLFO T. VALIENTE
Administrative Officer IV

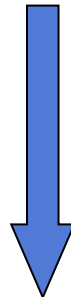



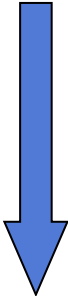


SANTIAGO T. PINEDA
Administrative Officer II

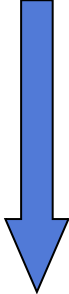









OLIVIA L. DELA CRUZ
Administrative Aide I





Prepare ORS and assign
ORS No.







			 HENRY T. VIRAY Financial Analyst			
3		Forward ORS to end-user to sign Box A 	 OLIVIA L. DELA CRUZ Administrative Aide I  JOAN M. MAGAT Data Encoder II	5 minutes		

4		<p>End-user to sign Box A</p> 	 <p>PAQUITO T. MORENO, JR. Regional Director</p>  <p>TIRSO P. PARIAN, JR. ARD for Management Services</p>  <p>ARTHUR C. SALAZAR ARD for Technical Services</p>	5 minutes		
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5		<p>Release to Budget</p> 	<div data-bbox="1003 204 1279 486">  </div> <div data-bbox="1003 523 1263 587"> <p>ANDREA B. BONDOC Administrative Aide I</p> </div> <div data-bbox="1019 635 1272 880">  </div> <div data-bbox="972 917 1301 981"> <p>PRINCESS DIANE C. SUNGA Data Encoder I</p> </div> <div data-bbox="1019 1018 1272 1264">  </div> <div data-bbox="992 1276 1281 1340"> <p>ELVIRA R. CARBUNGCO Administrative Aide VI</p> </div>	<div data-bbox="1366 774 1494 801"> <p>5 minutes</p> </div>		
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6		<p>Record in Control Book and Registry of Allotment and Obligations (RAO) and ascertain availability of funds</p> 	<div data-bbox="1005 263 1256 507">  <p>ANTONIA M. TAN Administrative Officer IV</p> </div> <div data-bbox="1005 636 1256 871">  <p>ARNOLFO T. VALIENTE Administrative Officer IV</p> </div> <div data-bbox="1016 1010 1265 1236">  <p>SANTIAGO T. PINEDA Administrative Officer II</p> </div>	<div data-bbox="1364 772 1494 802">5 minutes</div>		
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7		<p>Review and Sign Box B of ORS in accordance with Manual of Approval</p> 	 <p>DELIA M. PAÑGAN Administrative Officer V</p>	5 minutes		
8		<p>Record and forward the documents to Accounting Section</p>	 <p>OLIVIA L. DELA CRUZ Administrative Aide</p>  <p>JOAN M. MAGAT Data Encoder II</p>	10 minutes	ORS and other supporting documents	