






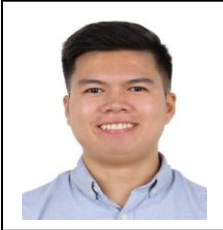
## REGIONAL OFFICE SECSIME PROCESS NO. 4

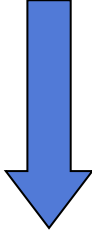
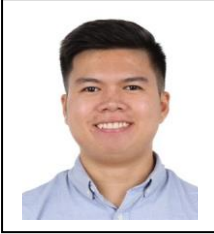

**Name of Agencies** : DENR Regional Office III - Accounting Section  
**Frontline Service** : Processing of Disbursement Voucher (DV) and Other Transactions  
**Schedule of Availability of Service** : 8:00-5:00, Monday to Friday  
**Who may Avail the Service** : External Customers (Contractors, Suppliers 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]
	End user to submit all required documents to appropriate office:  1. Personnel Section (Salary, Contract of Services) 2. General Service Section (Mandatory Expenses, Payment for Supplies, Payment for Contracts) 3. Budget Section (TEV, Miscellaneous and Extraordinary Expenses)	Record in Logbook, assign DV number and forward DV and Supporting Documents to concerned Accounting Staff, Disbursement Section  	 <b>Alex Alcala</b> Computer Operator I	10 minutes	a. Obligation Request and Status (ORS)  b. Mandatory Expenses 1. Disbursement Voucher 2. Billing/ Statement of Accounts 3. Certification that expenses are Official in Nature  c. Purchase Order/ Job Order/ Contract (See Annex A)  d. TEV (Local) 1. Disbursement Voucher 2. Approved Travel Order 3. Itinerary	

					<div>4. Special Order, if applicable</div> <div>5. (Additional Requirement for Reimbursement) Travel Report, Certificate of Travel Completed, Certificate of Appearance, Tickets, RER, Boarding Pass, Terminal Fee Ticket/Stub</div> <div>e. Cash Advances</div> <div>1. Disbursement Voucher</div> <div>f. Replenishment of Cash Advances (See Annex B)</div> <div>g. Salaries of Contract of Service</div> <div>1. Notarized Contract</div> <div>2. Disbursement Voucher</div> <div>3. Duly Accomplished Daily Time Record (DTR)</div> <div>4. Accomplishment Report</div>	
--	--	--	--	--	--	--

		Process as to completeness of Supporting Documents, validity and correctness of claims. Compute and deduct applicable taxes. Put initial in DV 	 <b>Loreto T. Marucut</b> Accountant II	Simple claims	20 minutes		
				Semi-complex claims	45 minutes		
				Complex claims (for research, guidelines, ruling etc.)	6 hours		
		Check and record particulars of DV in Individual Index Card. Put initial in DV 	 <b>Alex Alcala</b> Computer Operator I	10 minutes			
		Encode/record particulars of DV in the ENGAS.	 <b>Kenneth D. David</b> OIC, Accounting Section	5 minutes			

		Review and sign Box B of DV  	 <b>Kenneth D. David</b> OIC, Accounting Section	20 minutes		
		Forward/Release DV and Supporting Documents to the approving Official	 <b>Alex Alcala</b> Computer Operator I	5 minutes		