

Name of Agency: DENR XII – PENRO South Cotabato Finance Section

Schedule of Availability of Service:

Monday to Friday

8 A.M. to 5 P.M. (no noon break)

Frontline Service: **Processing of Disbursement Voucher (DV and Other Transactions)**



Who May Avail of the Service :


External Customers




(Contractors, Suppliers & Service Providers)

Internal Customers (DENR Employees & Workers)

STEPS IN FILING CLAIMS FOR PAYMENT OF SALARIES/WAGES, MANDATORY EXPENSES, SUPPLIES & CONTRACTS

Step	CUSTOMER ACTIVITY	DENR ACTION	OFFICE/PERSON RESPONSIBLE/ LOCATION	DURATION	Documentary Requirements	Amount of fees
1	<p>End-user to submit all required documents to appropriate office.</p> <p>a. Administrative Section – Salaries & Wages (Object 29), Mandatory Expenses, Payment of Supplies & Contracts.</p> <p>b. Finance Section – Travel (TEV), Miscellaneous & Extraordinary Expenses.</p>	<p>Record transaction in log book, assign DV no. & forwards DV and supporting documents to Acting Bookkeeper Mr. Dexter P. Sunio.</p>	<p>Receiving/ Releasing Personnel</p>  <p>Admin. AA VI Proserfina A. Superales</p>  <p>Finance – Mr. Alvin A. Parina</p>	10 minutes	<p>Mandatory Expenses</p> <ol style="list-style-type: none"> 1. Billing or Statement of Account 2. Purchase Request <p>Supplies & Contracts</p> <ol style="list-style-type: none"> 1. Purchase Order 2. Delivery Receipt 3. Job Order 4. Contract 5. Others: <ol style="list-style-type: none"> a. Certificate of Performance (for Broadcast Contracts) b. Newspaper clipping or copy of material (for publications) c. Attendance Sheet (for seminars, workshops & the like) d. Activity Design e. Special Order f. Photos <p>Travel Claims</p> <ol style="list-style-type: none"> 1. Approved Travel Order 2. Approved Itinerary 	N/A

					<ol style="list-style-type: none"> 3. Appendix B – Certificate of Travel Completed 4. Travel Report 5. Certificate/s of Appearance 6. Other proofs – Airplane/bus tickets, RER, Boarding Passes, Terminal Fee Ticket/Stub <p>Cash Advances</p> <ol style="list-style-type: none"> 1. Special Order of the Special Disbursing Officer (SDO) 2. Activity Design <p>Replenishment of Petty Cash</p> <ol style="list-style-type: none"> 1. Petty Cash Voucher 2. Official Receipts <p>Wages</p> <ol style="list-style-type: none"> 1. Contract of Service (notarized) 2. Daily Time Record (DTR) 3. Accomplishment Report <p>Initial Salary</p> <ol style="list-style-type: none"> 1. Certified copy of approved appointment 2. Statement of Assets, Liabilities & Net Worth (SALN) 3. Certificate of Last Payment Received 4. Clearance from previous office, if applicable 5. Panunumpa sa Katungkulan 	
2		Process as to completeness of Supporting Documents, validity and correctness of claims. Compute and	 Acting Bookkeeper Mr. Dexter P. Sunio	Simple claims -20 minutes Semi-Complex claims -45 minutes		N/A

		deduct applicable taxes. Initials in DV.		Complex claims - 6 hrs.		
3		Record particulars of DV in Individual Index Card, initials the DV & release to Budget Section for preparation of Obligation Request (ObR).	 Acting Bookkeeper Mr. Dexter P. Sunio	25 minutes		N/A
4		Prepare Obligation Request (ObR) for funding & submit approved ObR to Accounting Section.	 Budget Receiving/ Releasing Officer Mr. Alvin I. Parina	72 minutes		N/A
5		Forward DV and supporting documents to the approving official for approval based on the Manual of Authorities.	 Acting Bookkeeper Mr. Dexter P. Sunio	10 minutes		N/A
6		Sign Box B based on Manual of Authorities.	Approving Official	5 minutes		N/A
7		Release DV and other documents to Cashiering Unit.	Receiving/Releasing Officer	5 minutes		N/A