



CITIZEN'S CHARTER NO. RO-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered.

Office or Division:	Accounting, Budget and Cashier Units/Sections, Finance Section/Division, DENR CENR, PENR and Regional Offices	
Classification:	Complex	
	Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Permanent Personnel External: Personnel under Contract of Service, Service Provider and Supplier	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE*
General Requirement		
• Disbursement Voucher (1 original, 3 duplicate)		Requesting Party or Originating Office
• Obligation Request and Status (3 original)		Requesting Party or Originating Office
If Initial Contract of Communication/Telephone and Gasoline		
• Contract (3 original)		Service Provider, Requesting Party or Originating Office
• Annual Procurement Plan (APP), and any amendment thereto (1 certified Copy), or Certification from the Procurement Office that the items procured are already included in the APP (1 original)		Procurement Unit Or Section
If Supplier/Contractor/Service Provider		
A. Purchase Order (P.O.)		Complex
• Purchase Order/Contract Agreement (3 Original)		Procurement Unit Or Section
• Purchase Request (3 Original)		Requesting Party or Originating Office
• BAC Resolution (1 original, 2 Photocopies)		Bids And Awards Committee (BAC) Secretariat



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
<ul style="list-style-type: none"> • PHILGEPS Posting (if above 50K) (1 original, 2 Photocopies) 	Bids And Awards Committee (BAC) Secretariat
<ul style="list-style-type: none"> • Certification from Procurement- that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original, 2 Photocopies) 	Bids And Awards Committee (BAC) Secretariat
<ul style="list-style-type: none"> • Certificate of Availability of Funds 	Budget and Accounting Section
<ul style="list-style-type: none"> • Agency Procurement Request/APR Form No. 02 (for supplies), In case supplies are not available at DBM, there must be a certificate of Non-availability of stock from PS-DBM (1 original, 2 Photocopies) 	Procurement section
<ul style="list-style-type: none"> • Annual Procurement Plan (APP), and any amendment thereto (1 Certified Copy), or Certification from the Procurement Office that the items procured are already included in the APP (1 original) 	Requesting Party/Procurement Section
<ul style="list-style-type: none"> • Abstract of Quotations (2 Original) 	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> • Quotations with Certification from Procurement Office that Supplier has Submitted Updated Eligibility Documents/Legal Documents (Alternative Method of Procurement), if shopping (3 Original Per Supplier) 	Service Provider
<ul style="list-style-type: none"> • At least 1 Filled-Up Quotation, with Proof of Receipt of Quotation (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • Certificate of Posting in 3 Conspicuous Places (1 original, 2 photocopies) 	BAC Secretariat
<ul style="list-style-type: none"> • Request for Quotations (1 original Per Supplier) 	Service Provider
<ul style="list-style-type: none"> • Special Order, if Applicable (1 Photocopy) 	Requesting Party or Originating Office, Regional Office Or Central Office
<ul style="list-style-type: none"> • Inspection and Acceptance Report (1 original, 2 Photocopies) 	Inspection and Acceptance Committee (IAC)
<ul style="list-style-type: none"> • Sales Invoice/Delivery Receipt/Official Receipt (1 original, 2 Photocopies) 	Service Provider



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
<ul style="list-style-type: none"> • Certificate Of Acceptance (1 original, 2 Photocopies) 	Requesting Party
B. P.O. Through Direct Contracting	
<ul style="list-style-type: none"> • Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (3 Original) 	Requesting Party or Originating Office and Procurement Office
<ul style="list-style-type: none"> • BAC Resolution (1 original, 2 Photocopies) 	BAC Secretariat
<ul style="list-style-type: none"> • Quotations (3 Original Per Supplier) 	Service Provider
<ul style="list-style-type: none"> • Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (If Applicable) (1 Photocopy) 	Service Provider Or Bac Secretariat
<ul style="list-style-type: none"> • Inspection Report (1 original, 2 Photocopies) 	Inspection And Acceptance Committee (IAC)
<ul style="list-style-type: none"> • Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party
If Meals and Snacks For Seminar/Training	
<ul style="list-style-type: none"> • Special Order (3 photocopies) or Notice of Meeting (1 original, 2 photocopies) 	Requesting Party or Originating Office, Regional Office Or Central Office
<ul style="list-style-type: none"> • Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (3 Original) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • RESO (1 original, 2 photocopies) 	BAC Secretariat
<ul style="list-style-type: none"> • PHILGEPS BNA – RFQ (1 original, 2 photocopies) 	BAC Secretariat
<ul style="list-style-type: none"> • 3 Quotations (1 original Per Supplier, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • APQ (1 original, 2 photocopies) 	BAC Secretariat
<ul style="list-style-type: none"> • Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original) 	Procurement Section, Administrative Division
<ul style="list-style-type: none"> • Contract (3 Original) 	Service Provider, Requesting Party or Originating Office



• Billing or Statement of Account (1 original, 2 photocopies)	Service Provider, Requesting Party or Originating Office
• Menu (1 original, 2 photocopies)	Service Provider, Requesting Party or Originating Office
• Attendance (1 original, 2 photocopies)	Requesting Party or Originating Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
• Activity Report with Pictures (1 original, 2 photocopies)	Requesting Party or Originating Office
If Job Order (J.O.)	
A. Repair of Vehicle/Equipment/Facilities	
• Purchase Request with notation that it is included in the APP (1 original, 2 photocopies)	Requesting Party or Originating Office
• Pre-Repair Inspection Report (1 original, 2 Photocopies)	Inspection Committee
• BAC Resolution for Major Repairs (1 original, 2 Photocopies)	BAC Secretariat
• Abstract of Quotations (1 original, 2 Photocopies)	Requesting Party or Originating Office & BAC Secretariat
• Quotations (1 original Per Supplier, 2 Photocopies)	Service Provider
• Post Repair Inspection Report (1 original, 2 Photocopies)	Property Unit/Section, General Services Section (GSS)
• Certificate of Acceptance (1 original, 2 Photocopies)	Requesting Party
• PHILGEPS Posting (50K and above) (1 original, 2 photocopies)	Procurement Section
• Certificate of Posing (1 original, 2 photocopies)	Procurement Section
• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original)	Procurement Section



• Waste Materials Report (1 original, 2 Photocopies)	
• Certificate of Availability of Funds (1 original, photocopies)	2 Budget and Accounting Section
B. Printing	
• Purchase Request with notation that it is included in the APP (1 original, 2 photocopies)	Requesting Party or Originating Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
• Layout, E-Copy of Document to be Printed, or Source of Layout (1 original, Digital Copy)	Requesting Party or Originating Office
• BAC Resolution (1 original, 2 Photocopies)	BAC Secretariat
• Abstract of Quotations (1 original, 2 Photocopies)	Requesting Party or Originating Office & BAC Secretariat
• PHILGEPS Posting (50K and above) (1 original, 2 photocopies)	Procurement Section
• Certificate of Posing (1 original, 2 photocopies)	Procurement Section
• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original)	Procurement Section
• Quotations (1 original Per Supplier, 2 Photocopies)	Service Provider
• Inspection Report (1 original, 2 Photocopies)	Inspection And Acceptance Committee (IAC)
• Certificate of Acceptance (1 original, 2 Photocopies)	Requesting Party
If Agency Procurement Request (APR)	
• Purchase Request (1 original, 2 photocopies)	Requesting Party or Originating Office
• Certificate of Availability of Funds (1 original, 2 photocopies)	Budget and Accounting Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
If Contract	
<ul style="list-style-type: none"> • Notarized Contract (1 original, 2 photocopies) 	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> • Purchase Request (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • PHILGEPS Posting (50K and above) (1 original, 2 photocopies) 	Procurement Section
<ul style="list-style-type: none"> • Certificate of Posing (1 original, 2 photocopies) 	Procurement Section
<ul style="list-style-type: none"> • Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original) 	Procurement Section
<ul style="list-style-type: none"> • TOR (1 original, 2 photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Letter Intent/Proposal (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • Curriculum Vitae with Personal Data Sheet (1 original, 2 photocopies) 	Service Provider
<ul style="list-style-type: none"> • Letter Request for Payment (For Resource Person, Documentor, or Facilitator) (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • Evaluation Report (for Resource Person, Documentor or Facilitator) (1 original, 2 Photocopies) 	Requesting Party
<ul style="list-style-type: none"> • Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party
<ul style="list-style-type: none"> • Certificate of Availability of Funds (1 original, 2 photocopies) 	Budget and Accounting Section
<ul style="list-style-type: none"> • Actual Output (3 photocopies, if applicable) 	Service Provider
If Salaries of Contract of Service	
<ul style="list-style-type: none"> • Notarized Contract (1 original, 2 photocopies) 	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> • Duly Accomplished Daily Time Record (DTR) (1 original, 2 Photocopies) 	Personnel Unit/Section



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
• Travel Order, if applicable (3 photocopies)	Requesting Party
• Accomplishment Report (1 original, 2 Photocopies)	Requesting Party
• S.O, if Applicable (1 original, 2 Photocopies)	DENR Central, Regional, PENR and/or CENR Office
• MCLE Certification, if Lawyer (1 original, 2 Photocopies)	Service Provider
• Written Concurrence from COA, if Lawyer (1 original, 2 Photocopies)	Commission On Audit (COA)
• Deputation of OSG, if Lawyer (1 original, 2 Photocopies)	Office of the Solicitor General (OSG)
• Acquiescence from OSG, if Lawyer (3 Photocopies)	Office of the Solicitor General (OSG)
• Certificate of Availability of Funds (1 original, 2 photocopies)	Budget and Accounting Section
If Mandatory Expenses	
A. Water and Electricity	
• Billing Statement (1 original, 2 Photocopies)	Service Provider
B. Communication/Telephone	
• Billing/Statement of Account (1 original, 2 Photocopies)	Service Provider
• Certification that Phone Calls are official in nature (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Contract (1 original for first payment only)	Service Provider Or Requesting Party
C. Gasoline	
• Billing/Statement of Account (1 original, 2 Photocopies)	Service Provider
• Vehicle Trip Ticket (1 original, 2 Photocopies)	Driver In Duty
• Contract (1 original for first payment only)	Service Provider Or Requesting Party
• Fuel/Lubricants Requisition and Issue Slip (1 original, 2 Photocopies)	Requesting Party or Originating Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
If Government Share For Mandatory Deductions	
<ul style="list-style-type: none"> List of Personnel with Corresponding Amount of Government Share (1 original, 2 Photocopies) 	Personnel Section/Unit-Administrative Division/Section or Accounting Unit/Section-Finance Section/Division
If TEV (Local)	
A. Approved Travel Order (1 original, 2 Photocopies)	Requesting Party or Originating Office and CENR Officer, PENR Officer or Regional Executive Director (RED)
B. Itinerary (1 original, 2 Photocopies)	Requesting Party or Originating Office
C. Special Order, if Applicable (3 Photocopies)	CENR Officer, PENR Officer, RED, Usec or Secretary
D. Additional Requirement For Reimbursement	
<ul style="list-style-type: none"> Travel Report (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Certificate of Travel Completed (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Certificate of Appearance (1 original, 2 Photocopies) 	Destination Office
<ul style="list-style-type: none"> Tickets (1 original, 2 Photocopies) 	Airline Company
<ul style="list-style-type: none"> PAL/Cebu Pacific or any other Airline TO (1 original, 2 Photocopies) 	Requesting Party or Originating Office, and RED
<ul style="list-style-type: none"> Boarding Pass (1 original, 2 Photocopies) 	Airline Company
<ul style="list-style-type: none"> Terminal Fee Ticket/Stub (1 original, 2 Photocopies) 	Airline Company
<ul style="list-style-type: none"> Certificate of Expenses not Requiring Receipt (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> Receipt from Accommodation, if applicable (1 original, 2 Photocopies) 	Accommodation Provider
If Cash Advances	
<ul style="list-style-type: none"> Special Order of SDO/Allotment Letter (3 Photocopies) 	PENR Officer or RED



• Certificate of No Unliquidated Cash Advance (1 original, 2 Photocopies)	Accounting Unit/Section, Finance Section/Division
If Replenishment of Petty Cash Fund	
• Special Order, if First Payment (1 original, 2 photocopies)	Records Section/Unit
• Official Receipts/Sales Invoices (1 original, 2 photocopies)	Supplier
• Petty Cash Replenishment Report (1 original, 2 photocopies)	Concerned Special Disbursing Officer (SDO)
• Approved Purchase Request (1 original, 2 photocopies)	Requesting Party/Concerned Office
• Certificate of Emergency Purchase (1 original, 2 photocopies)	Requesting Party/Concerned Office
• Certificate of Inspection and Acceptance (1 original, 2 photocopies)	Inspection & Pre-Acceptance Committee (IPC)
• Report of Waste Materials, in case of repair (1 original, 2 photocopies)	GSS
• Approved Trip Ticket for Gasoline Expenses (1 original, 2 photocopies)	GSS
• Three (3) Quotations from Suppliers (1 original, 2 photocopies)	Suppliers
• Abstract of Quotations (1 original, 2 photocopies)	Requesting Party/Concerned Office

If eNGP/CBFM Contracts

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
A. Payment of 15% Mobilization Fee	
• Endorsement Memorandum (1 original, 2 photocopies)	Concerned CENRO/Requesting Party
• Letter request from the payee for the release of MF (1 original, 2 photocopies)	PO's/Requesting Party



• Letter of Intent (1 original, 2 photocopies)	PO's/Requesting Party
• Annual Procurement Plan (APP) (1 Certified Copy)	Procurement Unit or Section
• Notarized MOA with WFP, Mode of Payment & Site MAP (1 original, 2 photocopies)	Requesting Party or Originating Office
• Purchase Request (1 original, 2 photocopies)	Requesting Party or Originating Office
• BAC Resolution – Mode of Procurement (1 original, 2 Photocopies)	BAC Secretariat
• Proof of Posting of RFQ at 3 conspicuous places (1 original, 2 Photocopies)	BAC Secretariat
• Quotations (1 original Per Service Provider, 2 Photocopies)	Service Provider
• Abstract of Quotations (1 original, 2 Photocopies)	Requesting Party or Originating Office & BAC Secretariat
• BAC Resolution – Award approved by HOPE (1 original, 2 Photocopies)	BAC Secretariat
• Notice of Award received by Service Provider (1 original, 2 Photocopies)	Requesting Party or Originating Office & BAC Secretariat
• Notice to Proceed received by Service Provider (1 original, 2 Photocopies)	Requesting Party or Originating Office & BAC Secretariat
• Philgeps Posting of Award/Contract/Proceed (1 original, 2 Photocopies)	BAC Secretariat
• Request for release of 15% Mobilization fee (1 original, 2 Photocopies)	Service Provider
• Performance Security	Service Provider



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
<ul style="list-style-type: none"> • LEGAL REQUIREMENTS <ul style="list-style-type: none"> a. Certificate of Registration from SEC/CDA (3 photocopies) b. Certification from the leader of the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC or other authorized officials (1 original, 2 Photocopies) c. Disclosure of related business, if any and extent of ownership therein (1 original, 2 Photocopies) 	Service Provider/ ORIGINATING OFFICE/ BAC SECRETARIAT
<ul style="list-style-type: none"> • TECHNICAL REQUIREMENTS <ul style="list-style-type: none"> a. List of completed contracts similar to the procurement (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • FINANCIAL REQUIREMENTS <ul style="list-style-type: none"> a. Certificate that the service provider has an existing bank account (1 original, 2 Photocopies) / 3 photocopies of Bank Book b. Updated Audited Financial Statements (1 original, 2, Photocopies) c. Certification that it has financial management system that maintains sets of book of accounts (1 original, 2 Photocopies) 	Service Provider
B. Progress Billing	
<ul style="list-style-type: none"> • Endorsement/Memorandum (1 original, 2 photocopies) 	Concerned CENRO
<ul style="list-style-type: none"> • Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies) 	Concerned CENRO & PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Validation Report / Accomplishment (1 original, 2 photocopies) 	Joint Validating Team of PENRO & CENRO



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
<ul style="list-style-type: none"> • Geotagged Photos of the Plantation (Per Beneficiary/ Family) (1 original, 2 photocopies) 	Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
<ul style="list-style-type: none"> • Statement of Account (1 original, 2 photocopies) 	Payee/Contractor
<ul style="list-style-type: none"> • List of Beneficiaries (1 original, 2 photocopies) 	CENRO (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> • Parceliarized Plantation Map (Maintained & Protected) (1 original, 2 photocopies) 	GIS Team/eNGP Unit
<ul style="list-style-type: none"> • Affidavit of Completion (1 original, 2 photocopies) 	Contracted PO/Family
<ul style="list-style-type: none"> • Certificate of Completion and Acceptance (1 original, 2 photocopies) 	Concerned CENRO
<ul style="list-style-type: none"> • Approved Memorandum of Agreement (2 photocopies) 	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> • Request for Inspection and Payment (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • Statement of Work Accomplished (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • Notarized Inspection and Acceptance Report (Matrix form) (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Notarized Narrative Report of IAR (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Letter of Turn Over (1 original, 2 Photocopies) 	Service Provider
<ul style="list-style-type: none"> • Certificate of Acceptance (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Geo-tagged photos of validation and accomplished activities (1 original, 2 Photocopies) 	Requesting Party or Originating Office
<ul style="list-style-type: none"> • Fund Utilization Report with attached payroll, if with labor (1 original, 2 Photocopies) 	Service Provider



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
C. Release of Retention fee	
• Endorsement/Memorandum (1 original, 2 photocopies)	Concerned CENRO
• Endorsement/Memorandum (1 original, 2 photocopies)	Concerned CENRO
• PO Request for the release of Retention Fee (1 original, 2 photocopies)	Contracted PO/Family
• Third Party Evaluation Report that the PO Plantation attained at least 85% Survival Rate (2 photocopies)	Third Party Contracted/Regional Office
• Certificate of Final Inspection and Acceptance Report (1 original, 2 photocopies)	JIC
• Certificate of Final Acceptance (1 original, 2 photocopies)	HOPE
• Completed Parceliarized Plantation Map (1 original, 2 photocopies)	GIS Team/eNGP Unit
• Photo Copy of Affidavit of Completion (2 photocopies)	PENRO (Technical-eNGP)
• Photo Copy of Certificates of Completion and Acceptance (2 photocopies)	PENRO (Technical-eNGP)
• Photo copy of Obligation Requests and Status (2 photocopies)	PENRO (Technical-eNGP)
• Photo Copy of Memorandum of Agreements (2 photocopies)	PENRO (Technical-eNGP)
• Photo Copy of Notice to Proceeds (2 photocopies)	PENRO (Technical-eNGP)
• Inspection/Validation Report of Third Party Validators indicating the survival rate for Sites with area of 100 has and above (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Inspection/Validation Report of Regional/PENRO composite team indicating the survival rate for Sites with area of below 100 has (1 original, 2 Photocopies)	Requesting Party or Originating Office



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
• Fund Utilization Report (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Project Completion Report (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Letter of FINAL Turn Over (1 original, 2 Photocopies)	Service Provider
• Certificate of FINAL Acceptance (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Geo-tagged photos of validation and accomplished activities (1 original, 2 Photocopies)	Requesting Party or Originating Office
• Certificate of Site Development (1 original, 2 Photocopies)	Requesting Party or Originating Office
D. Progress Payment for Seedling Production	
• Endorsement/Memorandum (1 original, 2 photocopies)	Concerned CENRO
• PO Request for Inspection/Validation and payment (1 original, 2 photocopies)	PO's/Requesting Party
• Statement of Work Accomplishment (1 original, 2 photocopies)	PO's/Requesting Party
• Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies)	Concerned CENRO & PENRO (Technical-eNGP)
• Validation Report / Accomplishment (1 original, 2 photocopies)	Joint Validating Team of PENRO & CENRO
• Nursery Tally Sheet (1 original, 2 photocopies)	Joint Validating Team of PENRO & CENRO
• Geotagged Photos of Nurseries (per plot) (1 original, 2 photocopies)	Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
• Statement of Account (1 original, 2 photocopies)	PO's/Requesting Party
• Proposed list of Beneficiaries/Families (1 original, 2 photocopies)	CENRO (NGP Coordinator/Site Team Leader)
• Photo copy of Approved Memorandum of Agreement (2 photocopies)	PENRO (Technical-eNGP)



• Photo copy of Approved Obligation Request (2 photocopies)	PENRO (Technical-eNGP)
E. Additional if seedlings were procured	
• Seedlings Acknowledgement Receipt (1 original, 2 photocopies)	Seedling Supplier
• Certificate of Registration of Seedling Supplier (1 original, 2 photocopies)	Seedling Supplier
• Delivery Receipt duly received by the PO (1 original, 2 photocopies)	Seedling Supplier & PO
• Business Permit of Seedling Supplier (1 original, 2 photocopies)	Seedling Supplier

If Infrastructure Projects

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
• Letter request from the contractor for inspection (if applicable) and released of advance/progress/final payment or for substitution in case of release of retention money (1 original, 2 photocopies)	Contractor/Payee/Requesting Party
• Statement of Work Accomplishment/Progress Billing (1 original, 2 photocopies)	Contractor/Payee/Requesting Party
• Inspection Report by the Agency's Authorized Engineer (1 original, 2 photocopies)	Agency's Authorized Engineer/ Inspectorate Team
• Result of Test Analysis, if applicable (1 original, 2 photocopies)	Contractor/Payee/Requesting Party
• Statement of Time Elapsed (1 original, 2 photocopies)	Agency's Authorized Engineer/ Inspectorate Team
• Monthly Certificate of Payment (1 original, 2 photocopies)	Agency's Authorized Engineer/ Inspectorate Team



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE**
<ul style="list-style-type: none"> Contractor's Affidavit on payment of laborers and materials (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Pictures, before, during and after construction of items of work especially the embedded items (1 original, 2 photocopies) 	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> Photocopy of vouchers of all previous payments (2 photocopies) 	GSU/Accounting
<ul style="list-style-type: none"> Certificate of Completion (1 original, 2 photocopies) 	Requesting Party (e.g CENRO)
<ul style="list-style-type: none"> Certificate of Acceptance 	HOPE/Authorized Representatives
<ul style="list-style-type: none"> Letter request from the Agency to the Auditor for the inspection and payment for the work accomplished by the contractor (1 original, 2 photocopies) 	HOPE/Authorized Representatives
A. If advance payment (additional requirements)	
<ul style="list-style-type: none"> Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (amount equivalent to the released MF) (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Notarized Contract (1 original, 2 photocopies) 	BAC Secretariat/GSU
<ul style="list-style-type: none"> Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original, 2 photocopies) 	BAC Secretariat/GSU
B. If final payment (additional requirements)	
<ul style="list-style-type: none"> As-built Plan (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Warranty security (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid, if applicable (1 original, 2 photocopies) 	Contractor/Payee/Requesting Party



<ul style="list-style-type: none"> • Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1 original, 2 photocopies) 		Requesting Party		
C. If Release of Retention Money (additional requirements)				
<ul style="list-style-type: none"> • Certification from the Requesting Party that the project is completed and inspected (1 original, 2 photocopies) 		Requesting Party		
<ul style="list-style-type: none"> • Certification of final inspection and acceptance report (1 original, 2 photocopies) 		Agency's Authorized Engineer/ Inspectorate Team		
<ul style="list-style-type: none"> • Certificate of Final Acceptance (1 original, 2 photocopies) 		HOPE/Authorized Representatives		
<ul style="list-style-type: none"> • Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand, if applicable (1 original, 2 photocopies) 		Contractor/Payee/Requesting Party		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
1. Submit DV and ORS with complete supporting documents to Budget unit/Section.	1. Review completeness of documents, receive and record in Logbook the DV and ORS, and forward documents to the concerned Processor.	None	20 min.	<i>Receiving/Releasing Clerk</i> Budget Unit/Section
	1.1. Review, check fund availability and allotment, record and assign number in the ORS Control Book, and initial ORS. Forward to Chief Budget Officer.	None	1 hour	<i>Budget Staff</i> Budget Unit/Section



	1.2. Review documents and sign Box B of ORS.	None	30 min.	<i>Chief Budget Officer</i> Budget Unit/Section
	1.3. Record ORS and forward the documents to Accounting Unit/Section.	None	30 min.	<i>Receiving/Releasing Clerk</i> Budget Unit/Section
	1.4. Review documents, receive, record in Logbook, assign DV number and forward DV and ORS with complete supporting documents to concerned Accounting Staff.	None	30 min.	<i>Receiving/Releasing Clerk</i> Accounting Unit/Section
	1.5. Review documents. Process DV as to completeness of supporting documents, validity and correctness of claims. Compute and deduct applicable taxes. Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card. Prepare Journal Entry (Box B) and affix initial in DV. Forward to Chief Accountant for review and approval.	None	3 hours (complex) 4 hours (highly technical)	<i>Accounting Staff</i> Accounting Unit/Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
	1.6. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.	None	2 hours	<i>Chief Accountant Accounting Unit/Section</i>
	1.7. Release DV and other documents to approving authority based on Manual of Authorities.	None	1 hour	<i>Receiving/Releasing Clerk Accounting Unit/Section</i>
	1.8. Receive and batch up ORS, DV and supporting documents. Sign Box D of the DV. Forward to Receiving/Releasing Clerk.	None	1 day	<i>PENR Officer (PENRO) Assistant Regional Director (ARD) for Management Services (MS) or Regional Executive Director (RED) (Regional Office)</i>
	1.9. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 min.	<i>Receiving/Releasing Clerk Office of the PENR/ARD for MS/RED</i>
	1.10. Receive DV, ORS and other supporting documents, review and record in logbook and forward to concerned Cashier Staff or Accounting Staff	None	30 min.	<i>Receiving/Releasing Clerk Cashier Section/Unit Receiving/Releasing Clerk Accounting Section/Unit</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
	1.11. Batch-up DVs into batch/folder. Forward to assigned/concerned staff.	None	1 hour	<i>Receiving/Releasing Clerk</i> Accounting Section/Unit <i>Receiving/Releasing Clerk</i> Cashier Section/Unit
	1.12. Prepare Checks or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	1 hour	<i>Accounting Staff</i> Accounting Unit/Section <i>Cashier Staff</i> Cashier Section/Unit
	1.13. Sign Box No. 1 of LDDAP. Sign Checks and ADA.	None	30 min.	For LDDAP, <i>Chief Accountant</i> Accounting Unit/Section For Checks and ADA, <i>Head</i> Cashier Section/Unit
	1.14. Forward to approving authority based on Manual of Authority.	None	15 min.	<i>Receiving/Releasing Clerk</i> Accounting Section/Unit <i>Receiving/Releasing Clerk</i> Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
	1.15. Sign Checks and LLDAP-ADA.	None	15 min.	<p><i>PENRO or authorized DC</i> (PS regardless of amount, MOOE-CO regardless of amount) PENRO level</p> <hr/> <p><i>ARD MS</i> (MOOE-CO up to Php 1M and PS regardless of amount)</p> <p><i>ARD MS or RED</i> (PS regardless of amount)</p> <p><i>ARD MS</i> (MOOE-CO up to Php 1M)</p> <p><i>RED or authorized ARD</i> (MOOE-CO above Php 1M) Regional level</p>
	1.16. Forward to Cashier.	None	15 min.	<i>Receiving/Releasing Clerk</i> Office of the PENRO, ARD or RED
	1.17. Receive and check the balance of Notice of Cash Allocation (NCA) against the total amount of the DV processed.	None	15 min.	<i>Cashier Staff</i> Cashier Section/Unit



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
	1.18. Record all details in Index Card.	None	5 min.	<i>Cashier Staff Cashier Section/Unit</i>
	1.19. Record particulars in Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI). Forward to approving authority.	None	1 hour & 30 min.	<i>Cashier Staff Cashier Section/Unit</i>
	1.20. Countersign Check and ACIC based on Manual of Authorities. Forward to Cashier.	None	10 min.	<i>Chief, MSD or PENR Officer ARD for MS or RED</i>
	1.21. Record receipt of Check/ADA and forward to cashier staff.	None	5 min.	<i>Receiving/Releasing Clerk Cashier Section/Unit</i>
	1.22. Record Check/ADA particulars in the Check Register. Inform the clientele if the check is ready for pick-up, or the ADA was already	None	30 min.	<i>Cashier Cashier Section/Unit or Requesting Party</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
	prepared for them to issue OR upon crediting payment to their account.			
	1.23. Release Check/ADA to customer/bank with tax certificate (supplier).	None	15 min.	<i>Cashier</i> Cashier Section/Unit
	1.24. Receive LDDAPADA and/or Advice/ACIC and supporting documents. For LDDAP-ADA, transfer amount to respective accounts.	None	Not earlier than 24 hours but not later than 48 hours for Land Bank and DBP. Crediting may take longer for other servicing banks.	<i>Staff</i> Land Bank of the Philippines or Development Bank of the Philippines (DBP) or any other servicing banks
2. If Service Provider, issue Official Receipt and sign in Cash Book and Box E of DV.				
TOTAL:	None	Complex (1-day bank time)	3 days, 7 hours & 55 min.	
		Highly Technical (1-day bank time)	4 days & 55 min.	
		Complex (2-day bank time)	4 days, 7 hours & 55 min.	
		Highly Technical (2-day bank time)	5 days & 55 min.	



*All documents are assumed to be from or submitted to the Admin Division/Section/Unit considering that this process flow starts with the payment, and that the Admin Division has its separate processes for procurement.

Processing time is based on the assumption that all documents are **complete and proper, and that there are no issues identified. Documents that have issues will be forwarded back to the concerned office and processing time shall be paused. **Processing time includes the turnaround time of servicing bank (1 to 2 days) which is beyond the control of DENR.**

Complex		Highly Technical
<ul style="list-style-type: none">• • TEV• Utilities• Agency Procurement Request• (APR)• Mandatory Expenses• Government Share for• Mandatory Deductions• Cash Advances	<ul style="list-style-type: none">• Contract• Procurement of goods and services• Salaries• PO through Direct Contracting• Meals and Snacks for Seminar/Training• TEV (Local)• Replenishment of Petty Cash Fund	Consulting Services