



Obligation and Disbursement of Funds for Payment of Honoraria for Members of Special Project

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment of honoraria for members of special project.

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| Office or Division: | Budget Division and Accounting Division-Financial Service |
| Classification: | Simple |
| Type of Transaction: | Government-to-Government (G2G) |
| Who may avail: | DOJ Organic officials/employees |

| CHECKLIST OF REQUIREMENTS | | |
|---|----------------------|-----------------------------------|
| Document | No. of Copies | Where to Secure |
| 1. Obligation Request and Status (ORS) –Box A signed by approving authority | Four (4) | Requesting party/payee/end-user |
| 2. Disbursement Voucher – Box A signed by approving authority | Four (4) | Requesting party/payee/end-user |
| 3. Certificate of Availability of Fund (CAF) | Four (4) | Budget Division-Financial Service |
| 4. Contract/Agreement for external member | One (1) | Parties to the contract |
| 5. Curriculum Vitae (CV) for external member | One (1) | Requesting party/payee/end-user |
| 6. Performance Evaluation Plan formulated by project management used as basis for rating the performance of members | One (1) | Requesting party/payee/end-user |
| 7. Office Order designating members of the special project | One (1) | Requesting party/payee/end-user |
| 8. Terms of Reference for external member | One (1) | Requesting party/payee/end-user |
| 9. Certificate of Completion of Project deliverables | One (1) | Requesting party/payee/end-user |
| 10. Special Project Plan | One (1) | Requesting party/payee/end-user |
| 11. Authority to collect honoraria from the Agency Head or his duly authorized representative | One (1) | Requesting party/payee/end-user |
| 12. Certificate of Acceptance by the Agency head of the deliverables per project component | One (1) | Requesting party/payee/end-user |
| 13. Authority to Credit (Bank Name, branch, account number and account name) | One (1) | Requesting party/payee/end-user |

Additional documents may be required for purposes of validation



| PROCEDURES | | | | |
|---|---|-----------------|-------------------|--|
| Client Steps | Agency Actions | Fees to be Paid | Processing Time * | Person Responsible |
| 1. Prepares and submits duly accomplished ORS, DV, together with the Checklist of Documentary Requirements duly signed by the head of requesting office, and other supporting documents that should be prepared by the end-user | Receive, record in the logbook and forwards to in-charge (budget focal) | None | One (1) hour | Budget Division Receiving Personnel |
| | Review completeness and validity of supporting documents as to funds availability | | One (1) hour | In-charge/budget focal-Budget Division |
| | Obligate ORS | | One (1) hour | In-charge-Budget Division |
| | Review and signs ORS | | One (1) hour | Chief-Budget Division** |
| | Release to Accounting Division | | One (1) hour | Budget Division-releasing personnel |
| | Receive, record in the logbook and forward to in-charge in pre-audit | | One (1) hour | Accounting Division Receiving Personnel |
| | Pre-audit DV | | One (1) hour | In-charge-Pre-audit Section, Accounting Division |
| | Signs Box B of DV and indicate mode of payment whether check or ADA | | One (1) hour | Chief-Accounting Division** |
| | Release DV to the office of FS Director | | One (1) hour | Accounting Division Releasing Personnel |
| | Affixes initials in Box C | | One (1) hour | Director IV-Financial Service |
| | Release DV to office of authorized signatory | | One (1) hour | Releasing Personnel-Budget Division |



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|---------------|--|--|---------------------------|--|
| | Sign/approve DV | | | Undersecretary/ Assistant Secretary for Finance |
| | Receive and record approved DV and forward to in-charge | | One (1) hour | Receiving Personnel- Accounting Division |
| | Prepare LDDAP- ADA | | One (1) hour | In-charge- Accounting Division |
| | Review LDDAP- ADA | | One (1) hour | Assistant Chief- Accounting Division |
| | Sign Box A of LDDAP-ADA | | One (1) hour | Chief-Accounting Division** |
| | Record and release LDDAP | | One (1) hour | Releasing Personnel- Accounting Division |
| | Receive and record LDDAP and forward to signatory | | One (1) hour | Receiving Personnel- Budget Division |
| | Signs/approves Box C of LDDAP- ADA | | One (1) hour | Director IV- Financial Service** |
| | Release signed /approved LDDAP- ADA | | One (1) hour | Releasing Personnel- Budget Division |
| TOTAL: | | | 2 days and 3 hours | |

**Maximum processing time depending on the volume of transaction.*

***Can be signed by the designated alternate signatories in case of unavailability of the principal signatories*