



Obligation and Disbursement of Funds for Service Fee of hired Job Order Personnel

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment of service fee of hired Job Order Personnel.

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

CHECKLIST OF REQUIREMENTS

Document	No. of Copies	Where to Secure
1. Obligation Request and Status (ORS)	Four (4)	Prepared by the Personnel Division and signed by the Head of Program/Service in Box A
2. Disbursement Voucher (DV)	Four (4)	Prepared by the Personnel Division and signed by the Head of Program/Service in Box A
3. Attached original copy of the Certificate of Availability of Funds (CAF)	One (1)	Personnel Division
4. Accomplishment Report	One (1)	Personnel Division
5. Certified Photocopy of Approved DTR	One (1)	Personnel Division
6. Payroll Warrant Register	One (1)	Personnel Division
7. Payroll Register (system generated text file)	One (1)	Personnel Division
8. Letter to the Bank to credit employees account of their salaries or other claims	One (1)	Personnel Division
9. Validated Deposit Slip	One (1)	Cashier / Personnel Division

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
	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*