



Obligation and disbursement of funds for reimbursement of transportation expenses of Process Servers/Liaison Officers/Collecting Officers

The Budget and Accounting Divisions are in-charge in the allotment, approval and disbursement of funds to cover payment for the reimbursement of transportation expenses of process servers, liaison officers or collecting officers.

Office or Division:	Budget Division and Accounting Division- Financial Service
Classification:	Simple
Type of Transaction:	Government-to-Government (G2G)
Who may avail:	Designated Process Servers/Liaison Officers/Collecting Officers

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
2. Disbursement Voucher – Box A signed by approving authority	Four (4)	Requesting party/payee
3. Letter of request for reimbursement	One (1)	Requesting party/payee
4. Department Order for designated Process Servers/Liaison Officers/ Collecting Officers	One (1)	Requesting party/payee
5. Properly accomplished Itinerary of Travel	One (1)	Requesting party/payee
6. Daily Time Record duly signed by authorized officer	One (1)	Leave Section
7. Certificate of Expenses Not Requiring Receipt (for expenses P300 and below) and Reimbursement Expense Receipt (for expenses above P300), if applicable (except for payment of fares in public utility vehicles issuing receipts such as bus, train, vessel/ship)	One (1)	Requesting party/payee
8. Locator Slip signed by immediate supervisor-for Process Servers/ Liaison Officers. Copy of Deposit Slip/Report of Collection-for Collecting Officers	One (1)	Requesting party/payee
9. Duly approved Itinerary of Travel-for cash advance for travel only	One (1)	Requesting party/payee
10. Certificate of Appearance/Receiving copy of document served/released-for Process Servers/Liaison Officers	One (1)	Requesting party/payee
11. Letter of Confirmation from the Bureau of the Treasury approving the bond as Collecting Officer	One (1)	Bureau of Treasury

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, 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.*