



1. Processing of ORS

Obligation Request and Status (ORS) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

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| Office or Division: | Budget Unit |
| Classification: | Simple |
| Type of Transaction: | Government to Government (G2G) |
| Who may avail: | DepEd Employees |
| CHECKLIST OF REQUIREMENTS | |
| WHERE TO SECURE | |
| 1. ORS (1 Original Copies, 2 Photocopy) | Accounting Unit |
| 2. Disbursement Voucher (1 Original Copies, 2 Photocopy) | Accounting Unit |
| Purchase Orders (pre-audited) | |
| 1. AR/ATC (1 Original Copies, 2 Photocopy) | Requesting Unit |
| 2. Other supporting documents (1 Original Copies, 2 Photocopy) | Requesting Unit |
| Biddings | |
| 1. Notice of Award (1 Original Copies, 2 Photocopy) | BAC Secretariat |
| 2. Signed Contract (1 Original Copies, 2 Photocopy) | Requesting Unit |
| 3. Sub-AROs (1 Original Copies, 2 Photocopy) | Requesting Unit/Budget |
| 4. AR/ATC (1 Original Copies, 2 Photocopy) | Requesting Unit |
| Cash Advances for Travels | |
| 1. Approved Travel Order (1 Original Copies, 2 Photocopy) | Requesting Unit |
| 2. Memorandum (1 Original Copies, 2 Photocopy) | Requesting Unit |
| 3. Itinerary of Travel (1 Original Copies, 2 Photocopy) | Requesting Unit |



| 4. AR/ATC (1 Original Copies, 2 Photocopy) | | | | |
|--|--|-----------------|-----------------|-------------------------|
| Reimbursement of Travels | | | | |
| 1. Approved Travel Order (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 2. Memorandum (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 3. Itinerary of Travel (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 4. Certificate of Appearance/Participation/Attendance (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 5. Certification of Travel Completed (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 6. AR/ATC (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| Cash Advances for school MOOE | | | | |
| 1. Purpose of cash advance (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 2. Letter request (1 Original Copies, 2 Photocopy) | | Requesting Unit | | |
| 3. WFP (1 Original Copies, 2 Photocopy) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Forward to budget | 1.1. Receive the documents from the requesting party | None | 2 minutes | ADAS |
| | 1.2. Review, analyze and verify the documents | None | 5 minutes | ADAS/Budget Officer III |
| | 1.3. Verify the availability of allotments | None | 3 minutes | Budget Officer III |
| | 1.4. Record and posting of entries in BMS | None | 5 minutes | ADAS |
| | 1.5. Generate print-out of ORS | None | 2 minutes | ADAS |
| | 1.6. Certification by the Head of the Budget Unit or his authorized representative on the existence of | None | 5 minutes | Budget Officer III |



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| | available appropriation (Box B) | | | |
| | 1.7. Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/ allotment under his/her direct supervision (Box A) | None | 5 minutes | Requesting Party |
| | 1.8. Forward to Accounting Division | None | 3 minutes | ADAS I |
| TOTAL: | | None | 30 minutes | |



2. Posting/Updating of Disbursement

Updating of status of disbursement requests

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|--|---|------------------------|------------------------|---------------------------|
| Office or Division: | Budget Unit | | | |
| Classification: | Simple | | | |
| Type of Transaction: | Government to Citizen (G2C) Government to Government (G2G) | | | |
| Who may avail: | Learners | | | |
| CHECKLIST OF REQUIREMENTS | | WHERE TO SECURE | | |
| 1. Reports of Check Issued (RCI) | | Cashier's Office | | |
| 2. Report of Advice to DebitAccount Issued (RADAI) | | | | |
| CLIENT STEPS | AGENCY ACTION | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
| 1. Submit the required reports (RCI and RADAI) | 1.1. Receive the reports | None | 3 minutes | Receiving personnel |
| | 1.2. Encode/post the data on the BMS | None | 5 minutes | Budget officer/ADAS |
| TOTAL: | | None | 8 minutes | |