CITIZEN'S CHARTER NO. CO-AF-04. PROCESSING AS TO AVAILABILITY OF FUNDS OF PURCHASE ORDER (PO), JOB ORDER (JO), CONTRACT OF SERVICE (COS) AND OTHER CONTRACTS

This service serves as a proof whether there is/are available funds for the purpose.

Office or Division:	Accounting Division, Financial and Management Service, DENR Central Office
Classification:	Simple* (See description below.)
	Complex** (See description below.)
Type of Transaction:	G2G - Government to Government G2C - Government to Citizen G2B - Government to Business
Who may avail:	DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies and External Creditors/Suppliers

CHECKLIST OF REQUIREMENTS***	WHERE TO SECURE
If Initial Contract of Communication/Telephone and Gasoline	
a. Contract (1 certified copy)	Service Provider or Requesting Party
b. Annual Procurement Plan (APP) (1 certified copy)	Procurement Unit or Section
If Supplier/Contractor/Service Provider	
a. Purchase Order (P.O.)	
• Purchase Order (1 original)	Procurement Unit or Section
• Purchase Request (1 original)	Requesting Party

• BAC Resolution (1 certified copy)	Bids and Awards Committee (BAC) Secretariat
• Abstract of Quotations (1 original)	Requesting Party& BAC Secretariat
• Quotations (3 original per supplier)	Service Provider
• Special Order, if applicable (1 photocopy)	Requesting Party, Regional Office or Central Office
b. P.O. Through Direct Contracting	
• Purchase Request (1 original)	Requesting Party
• BAC Resolution (1 certified copy)	BAC Secretariat
• Quotations (3 original per supplier)	Service Provider
• Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (if applicable) (1 photocopy)	Service Provider or BAC Secretariat
c. Repair and Preventive Maintenance of Motor Vehicles	
• Approved Obligation Request & Status (ORS) (2 original)	Budget Division
• Approved Purchase Request (1 original)	Requesting Party/Concerned Office/Administrative Service
• Notice of Award (1 original)	Supply Management Section - PSMD
• Notice to Proceed (1 original)	Supply Management Section – PSMD/Administrative Service
• BAC Resolution (1 certified true copy)	Procurement Management Section-PSMD
• Request for Quotation (1 original)	Procurement Management Section-PSMD
• Abstract of Quotation (1 original)	Procurement Management Section-PSMD/General Services Division

• Quotation (at least three (3) (1 original)	Service Providers
• Project Procurement Management Plan (PPMP) (1 photocopy)	Procurement Management Section-PSMD
• Pre-repair Evaluation/Inspection Report (1 original)	Inspection & Pre-Acceptance Committee (IPC)
• Approved Job Order Request (1 original)	Requesting Party/Administrative Service
• Vehicle Repair Request (1 original)	General Services Division
• Certificate of Earmarking of Funds(1 original)	Budget Division
• PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00) (1 computer generated)	Supply Management Section - PSMD
d. Purchase of Supplies and Equipment, and Printing of Newsletters/Brochures, etc.	
• Approved Obligation Request and Status (ORS) (2 original)	Budget Division
• Approved Purchase Request (1 original)	Requesting Party/Concerned Office/Administrative Service
• Notice of Award (1 original)	Supply Management Section - PSMD
• Notice to Proceed (1 original)	Supply Management Section – PSMD/Administrative Service
• BAC Resolution (1 certified true copy)	Procurement Management Section-PSMD
• Request for Quotation (1 original)	Procurement Management Section-PSMD
• Abstract of Quotation (1 original)	Procurement Management Section-PSMD/General Services Division
• Quotation (at least three (3)) (1 original)	Service Providers

• Certificate of Earmarking of Funds (1 original)	Budget Division
• Project Procurement Management Plan (PPMP) (1 photocopy)	Procurement Management Section-PSMD
• PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00) (1 computer generated)	Supply Management Section - PSMD
If Agency Procurement Request (APR)	
a. Purchase Request (3 original)	Requesting Party
If Contract	
a. Notarized Contract (3 original)	Requesting Party, BAC Secretariat or Service Provider
b. Purchase Request (1 original)	Requesting Party
c. TOR (1 original)	Requesting Party
d. Letter Intent/Proposal (1 original)	Service Provider
e. Curriculum Vitae (1 original)	Service Provider
If Salaries of Contract of Service	
a. Notarized Contract (3 original)	Requesting Party, BAC Secretariat or Service Provider
***Based on Commission on Audit (COA) Circular 2012-001 dated June 14, 2012 Revised Guidelines and Documentary Requirements for Common Government Transactions	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Budget Division forwards the Original PO, JO, COS and	**RECEIVING** 1. Receive the POs, JOs, Contract	None	3 hours	*Administrative Assistant*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
other contracts with approved Obligation Request and Status (ORS) and supporting documents to the Accounting Division.	of Service and other contracts with approved ORS and supporting documents.		(per batch)	Accounting Division
1.1. None	1.1. Stamp “Received”, indicate time and date of receipt and initials.	None		
1.2. None	1.2. Record in the logbook the PO number, date, name of supplier, particular and amount.	None		
1.3. None	1.3. Attach and accomplish the Document Tracking by indicating the payee/supplier name, number, date and amount of PO, date and time of receipt.	None		
1.4. None	1.4. Forward the POs with approved ORS, supporting documents and document tracking to the designated staff for encoding in the disbursement database.	None		
1.5. None	1.5. Forwards the document to the designated staff for processing.	None		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.6. None	**PROCESSING** 1.6. Indicate the date and time of receipt in the document tracking.	None	1 day (simple) 3 days (complex) (per batch)	*Administrative Assistant/* *Accountant I/* *Accountant II* Accounting Division
1.7. None	1.7. Process the POs, JOs, COS and other contracts with approved ORS as to completeness and propriety of supporting documents.	None		
1.8. None	1.8. Initial on the funds available portion of the PO.	None		
1.9. None	1.9. Accomplish the document tracking by indicating the date and time when the processing is completed.	None		
1.10. None	1.10. Forward the POs, JOs, COS and other contracts with approved ORS, supporting documents and document tracking to the designated staff for indexing.	None		
1.11. None	**INDEXING** 1.11. Indicate the date and time of receipt in the document tracking.	None	3 hours	*Administrative Assistant* Accounting Division

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.12. None	1.12. Record the PO date and number, particulars andamount in Supplier's index of payment.	None		
1.13. None	1.13. Affix initial below the funds available portion of the PO.	None		
1.14. None	1.14. Accomplish the document tracking by indicating the date and time when the indexing is completed.	None		
1.15. None	1.16. Forward the POs, JOs, COS and other contracts to the Department Chief Accountant/Asst. Chief Accountant /Chief Disbursement Section for review and signature in the Funds Available portion of the PO.	None		
1.17. None	**APPROVING** 1.17. Indicate the date and time of receipt in the document tracking.	None	1 day (simple)	*Chief, Disbursement Section* *(Below Php 500,000.00)*

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.18. None	1.18. Review the POs, JOs, COS and other contracts with approved ORS and supporting documents.	None	3 days (complex) (per batch)	*Assistant Chief Accountant/* *Accountant IV* *(Php 50,000.00-100,000.00)* *Chief Accountant,* *Accountant V* *(Php 100,000.00+)* Accounting Division
1.19. None	1.19. Sign/Certify as to Availability of Funds based on the Manual of Authorities.	None		
1.20. None	1.20. Accomplish the document tracking by indicating the date and time of approval.	None		
1.21. None	1.21. Forward the documents to the Releasing Staff.	None		
1.22. None	**RELEASING** 1.22. Detach the document tracking; Indicate the date and time of release.	None	2 hours (per batch)	*Administrative Assistant* Accounting Division
1.23. None	1.23. Forward to assigned staff for encoding in the disbursement database.	None		

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1.24. None	1.24. Stamp "Released"; Indicate time and date in the PO.	None		
1.25. None	1.25. Release the duly certified/signed PO to the Property and Supply Management (PSMD).	None		
	TOTAL:	**None**	**Simple**	**3 days**
			Complex	**7 days**

Notes:	
Classification	**Kind of Transaction**
****Simple Transactions** • Duly processed and certified simple transactions in nature released three (3) days to Approving Authority;	• Services rendered under contract of service (consultants and other Professional Services)
*****Complex Transactions** • Requires further verification, more time to process, bulk documents to validate, needs additional supporting documents, with tax implications • Duly processed and certified complex transactions in nature released seven (7) working days to Approving Authority.	• Contracts from Consultancy Services (Individual/Firms - Local and Foreign Nationals) • Purchases of Supplies and Equipment (other than Proc. Service and amount is above P50,000.00) • Hotel Accommodation (above P50,000.00)