

## CITIZEN’S CHARTER NO. RO-AF-05-06-07. PROCESSING OF PAYMENT OF CLAIMS

This process includes processing of Obligation Request and Status (ORS) and Disbursement Voucher (DV), and preparation, processing and issuance of Checks/LDDAP-ADA and corresponding Advices. This process is used to pay an obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered.

<b>Office or Division:</b>	Accounting, Budget and Cashier Section, Finance Division
<b>Classification:</b>	Complex
	Highly Technical
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government
<b>Who may avail:</b>	Internal: Permanent Personnel External: Personnel under Contract of Service, Service Provider and Supplier

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE*
<b>General Requirement</b>	
<ul style="list-style-type: none"> <li>Disbursement Voucher (1 original, 3 duplicate)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Obligation Request and Status (1 Original, 2 duplicate copies)</li> </ul>	Requesting Party or Originating Office
<b>If Initial Contract of Communication/Telephone and Gasoline</b>	
<ul style="list-style-type: none"> <li>Contract (3 original)</li> </ul>	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>Annual Procurement Plan (APP), and any amendment thereto (1 certified Copy), or Certification from the Procurement Office that the items procured are already included in the APP (1 original)</li> </ul>	Procurement Unit Or Section

If Supplier/Contractor/Service Provider	
A. Purchase Order (P.O.)	Complex
<ul style="list-style-type: none"> <li>● Purchase Order/Contract Agreement (1 Original, 3 duplicate copies)</li> </ul>	Procurement Unit Or Section
<ul style="list-style-type: none"> <li>● Purchase Request (1 Original, 3 duplicate copies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>● BAC Resolution (1 original, 2 Photocopies)</li> </ul>	Bids And Awards Committee (BAC) Secretariat
<ul style="list-style-type: none"> <li>● PHILGEPS Posting (if above 50K) (1 original, 2 Photocopies)</li> </ul>	Bids And Awards Committee (BAC) Secretariat
<ul style="list-style-type: none"> <li>● PhilGeps Registration and/or Certification from Procurement- that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original, 2 Photocopies)</li> </ul>	Bids And Awards Committee (BAC) Secretariat
<ul style="list-style-type: none"> <li>● Agency Procurement Request/APR Form No. 02 (for supplies), In case supplies are not available at DBM, there must be a certificate of Non-availability of stock from PS-DBM (1 original, 2 Photocopies)</li> </ul>	Procurement section
<ul style="list-style-type: none"> <li>● Annual Procurement Plan (APP), and any amendment thereto (1 Certified Copy), or Certification from the Procurement Office (and/or BAC Secretariat) that the items procured are already included in the APP (1 original)</li> </ul>	Requesting Party/Procurement Section/ BAC Secretariat
<ul style="list-style-type: none"> <li>● Abstract of Quotations (2 Original)</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>● Quotations with Certification from Procurement Office that Supplier has Submitted Updated Eligibility Documents/Legal Documents (Alternative Method of Procurement), if shopping (3 Original Per Supplier)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● At least 1 Filled-Up Quotation, with Proof of Receipt of Quotation (1 original, 2 photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Certificate of Posting in 3 Conspicuous Places (1 original, 2 photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>● Request for Quotations (1 original Per Supplier)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Special Order, if Applicable (1 Photocopy)</li> </ul>	Requesting Party or Originating Office, Regional Office Or Central Office

<ul style="list-style-type: none"> <li>• Inspection and Acceptance Report (1 original, 2 Photocopies)</li> </ul>	Inspection and Acceptance Committee (IAC)
<ul style="list-style-type: none"> <li>• Sales Invoice/Delivery Receipt/Official Receipt (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Certificate Of Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party
<b>B. P.O. Through Direct Contracting</b>	
<ul style="list-style-type: none"> <li>• Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (1 Original, 3 duplicate copies)</li> </ul>	Requesting Party or Originating Office and Procurement Office
<ul style="list-style-type: none"> <li>• BAC Resolution (1 Original, 3 duplicate copies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Quotations (1 Original, 3 duplicate copies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (If Applicable) (2 photocopies)</li> </ul>	Service Provider Or Bac Secretariat
<ul style="list-style-type: none"> <li>• Inspection Report (1 Original, 3 duplicate copies)</li> </ul>	Inspection And Acceptance Committee (IAC)
<ul style="list-style-type: none"> <li>• Certificate of Acceptance (1 Original, 3 duplicate copies)</li> </ul>	Requesting Party
<b>If Meals and Snacks For Seminar/Training</b>	
<ul style="list-style-type: none"> <li>• Special Order or Notice of Meeting (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office, Regional Office Or Central Office
<ul style="list-style-type: none"> <li>• Purchase Request with Certification from the Procurement Office that the items procured are already included in the APP (1 Original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• RESO (1 original, 2 photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• PHILGEPS BNA – RFQ (1 original, 2 photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• 3 Quotations (1 original Per Supplier, 2 photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• APQ (1 original, 2 photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable</li> </ul>	Procurement Section, Administrative Division
<ul style="list-style-type: none"> <li>• Contract (1 Original, 2 photocopies)</li> </ul>	Service Provider, Requesting Party or Originating Office

<ul style="list-style-type: none"> <li>• Billing or Statement of Account (1 original, 2 photocopies)</li> </ul>	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Menu (1 original, 2 photocopies) if applicable</li> </ul>	Service Provider, Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Attendance (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Activity Report with Pictures (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<b>If Job Order (J.O.)</b>	
<b>A. Repair of Vehicle/Equipment/Facilities</b>	
<ul style="list-style-type: none"> <li>• Purchase Request with notation that it is included in the APP (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Pre-Repair Inspection Report (1 original, 2 Photocopies)</li> </ul>	Inspection Committee
<ul style="list-style-type: none"> <li>• BAC Resolution for Major Repairs (1 original, 2 Photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Abstract of Quotations (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>• Quotations (1 original Per Supplier, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Post Repair Inspection Report (1 original, 2 Photocopies)</li> </ul>	Property Unit/Section, General Services Section (GSS)
<ul style="list-style-type: none"> <li>• Certificate of Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• PHILGEPS Posting (above 50K) (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certificate of Posting of Award (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Waste Materials Report (1 original, 2 Photocopies)</li> </ul>	
<ul style="list-style-type: none"> <li>• Certificate of Availability of Funds (1 original, 2 photocopies)</li> </ul>	Budget and Accounting Section
<b>B. Printing</b>	
<ul style="list-style-type: none"> <li>• Purchase Request with notation that it is included in the APP (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office

<ul style="list-style-type: none"> <li>• Layout, E-Copy of Document to be Printed, or Source of Layout (1 original, Digital Copy)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• BAC Resolution (1 original, 2 Photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Abstract of Quotations (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>• PHILGEPS Posting (above 50K) (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certificate of Posting of Award (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Quotations (1 original Per Supplier, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Inspection Report (1 original, 2 Photocopies)</li> </ul>	Inspection And Acceptance Committee (IAC)
<ul style="list-style-type: none"> <li>• Certificate of Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party
If Agency Procurement Request (APR)	
<ul style="list-style-type: none"> <li>• Purchase Request (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Certificate of Availability of Funds (1 original, 2 photocopies)</li> </ul>	Budget and Accounting Section
If Contract	
<ul style="list-style-type: none"> <li>• Notarized Contract (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> <li>• Purchase Request (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• PHILGEPS Posting (50K and above) (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certificate of Posting of Award (1 original, 2 photocopies)</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• Certification from Procurement that legal document from GPPB Reso No. 21-2017 dated 5/30/2017 are submitted and duly verified (1 original), if applicable</li> </ul>	Procurement Section
<ul style="list-style-type: none"> <li>• TOR (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Letter Intent/Proposal (1 original, 2 photocopies)</li> </ul>	Service Provider

<ul style="list-style-type: none"> <li>• Curriculum Vitae with Personal Data Sheet (1 original, 2 photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Letter Request for Payment (For Resource Person, Documentor, or Facilitator) (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Evaluation Report (for Resource Person, Documentor or Facilitator) (1 original, 2 Photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• Certificate of Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• Certificate of Availability of Funds (1 original, 2 photocopies)</li> </ul>	Budget and Accounting Section
<ul style="list-style-type: none"> <li>• Actual Output (3 photocopies, if applicable)</li> </ul>	Service Provider
<b>If Salaries of Contract of Service</b>	
<ul style="list-style-type: none"> <li>• Notarized Contract (1 original or certified true copy and 2 photocopies for the first payment only)</li> </ul>	Requesting Party or Originating Office, BAC Secretariat or Service Provider
<ul style="list-style-type: none"> <li>• Duly Accomplished Daily Time Record (DTR) (1 original, 2 Photocopies)</li> </ul>	Personnel Unit/Section
<ul style="list-style-type: none"> <li>• Travel Order, if applicable (3 photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• Accomplishment Report (1 original, 2 Photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>• S.O, if Applicable (1 original, 2 Photocopies)</li> </ul>	DENR Central, Regional, PENR and/or CENR Office
<ul style="list-style-type: none"> <li>• MCLE Certification, if Lawyer (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Written Concurrence from COA, if Lawyer (1 original, 2 Photocopies), if applicable (based on COA Circular 2021-003 dated July 16, 2021)</li> </ul>	Commission On Audit (COA)
<ul style="list-style-type: none"> <li>• Deputation of OSG, if Lawyer (1 original, 2 Photocopies)</li> </ul>	Office of the Solicitor General (OSG)
<ul style="list-style-type: none"> <li>• Acquiescence from OSG, if Lawyer (3 Photocopies)</li> </ul>	Office of the Solicitor General (OSG)
<b>If Mandatory Expenses</b>	
<b>A. Water and Electricity</b>	
<ul style="list-style-type: none"> <li>• Billing Statement (1 original, 2 Photocopies)</li> </ul>	Service Provider
<b>B. Communication/Telephone</b>	
<ul style="list-style-type: none"> <li>• Billing/Statement of Account (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Certification that Phone Calls are official in nature (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office

<ul style="list-style-type: none"> <li>• Contract (1 original for first payment only)</li> </ul>	Service Provider Or Requesting Party
C. Gasoline	
<ul style="list-style-type: none"> <li>• Billing/Statement of Account (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Vehicle Trip Ticket (1 original, 2 Photocopies)</li> </ul>	Driver In Duty
<ul style="list-style-type: none"> <li>• Contract (1 original for first payment only)</li> </ul>	Service Provider Or Requesting Party
<ul style="list-style-type: none"> <li>• Fuel/Lubricants Requisition and Issue Slip (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Fuel Consumption Report, if applicable</li> </ul>	General Services Section/Supply Officer
<ul style="list-style-type: none"> <li>• Monthly Report of Official Travels, if applicable</li> </ul>	General Services Section/Supply Officer/Drivers
If Government Share For Mandatory Deductions	
<ul style="list-style-type: none"> <li>• List of Personnel with Corresponding Amount of Government Share (1 original, 2 Photocopies)</li> </ul>	Personnel Section/Unit-Administrative Division/Section or Accounting Unit/Section-Finance Section/Division
If TEV (Local)	
A. Approved Travel Order (1 original, 2 Photocopies)	Requesting Party or Originating Office and CENR Officer, PENR Officer or Regional Executive Director (RED)
B. Itinerary (1 original, 2 Photocopies)	Requesting Party or Originating Office
C. Special Order, if Applicable (3 Photocopies)	CENR Officer, PENR Officer, RED, Usec or Secretary
D. Additional Requirement For Reimbursement	
<ul style="list-style-type: none"> <li>• Travel Report (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Certificate of Travel Completed (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Certificate of Appearance (1 original, 2 Photocopies)</li> </ul>	Destination Office
<ul style="list-style-type: none"> <li>• Tickets (1 original, 2 Photocopies)</li> </ul>	Airline Company
<ul style="list-style-type: none"> <li>• PAL/Cebu Pacific or any other Airline TO (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office, and RED
<ul style="list-style-type: none"> <li>• Boarding Pass (1 original, 2 Photocopies)</li> </ul>	Airline Company
<ul style="list-style-type: none"> <li>• Terminal Fee Ticket/Stub (1 original, 2 Photocopies)</li> </ul>	Airline Company
<ul style="list-style-type: none"> <li>• Certificate of Expenses not Requiring Receipt (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office

<ul style="list-style-type: none"> <li>• Receipt from Accommodation, if applicable (1 original, 2 Photocopies)</li> </ul>	Accommodation Provider
If Cash Advances	
<ul style="list-style-type: none"> <li>• Special Order of SDO/Allotment Letter (3 Photocopies)</li> </ul>	PENR Officer or RED
<ul style="list-style-type: none"> <li>• Certificate of No Unliquidated Cash Advance (1 original, 2 Photocopies)</li> </ul>	Accounting Unit/Section, Finance Section/Division
<ul style="list-style-type: none"> <li>• Authority from the Head of Office to Grant the Cash Advance, if applicable</li> </ul>	Head Of Office
<ul style="list-style-type: none"> <li>• Activity Design and Budgetary Requirements/Budget Estimates, if applicable</li> </ul>	End-user/s
If Replenishment of Petty Cash Fund	
<ul style="list-style-type: none"> <li>• Report on Paid Petty Cash Vouchers (1 original, 2 photocopies)</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>• Petty Cash Vouchers (1 original, 2 photocopies)</li> </ul>	Petty Cash Custodian
<ul style="list-style-type: none"> <li>• Special Order, if First Payment (1 original, 2 photocopies)</li> </ul>	Records Section/Unit
<ul style="list-style-type: none"> <li>• Official Receipts/Sales Invoices (1 original, 2 photocopies)</li> </ul>	Supplier
<ul style="list-style-type: none"> <li>• Petty Cash Replenishment Report (1 original, 2 photocopies)</li> </ul>	Concerned Special Disbursing Officer (SDO)
<ul style="list-style-type: none"> <li>• Approved Purchase Request (1 original, 2 photocopies)</li> </ul>	Requesting Party/Concerned Office
<ul style="list-style-type: none"> <li>• Certificate of Emergency Purchase (1 original, 2 photocopies)</li> </ul>	Requesting Party/Concerned Office
<ul style="list-style-type: none"> <li>• Certificate of Inspection and Acceptance (1 original, 2 photocopies)</li> </ul>	Inspection & Pre-Acceptance Committee (IPC)
<ul style="list-style-type: none"> <li>• Report of Waste Materials, in case of repair (1 original, 2 photocopies)</li> </ul>	GSS
<ul style="list-style-type: none"> <li>• Approved Trip Ticket for Gasoline Expenses (1 original, 2 photocopies)</li> </ul>	GSS
<ul style="list-style-type: none"> <li>• Three (3) Quotations from Suppliers (1 original, 2 photocopies) if Php1,000 above-single transaction</li> </ul>	Suppliers



<ul style="list-style-type: none"> <li>• Abstract of Quotations (1 original, 2 photocopies)</li> </ul>	Requesting Party/Concerned Office
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**If eNGP/CBFM Contracts**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE**</b>
<b>A. Payment of 15% Mobilization Fee</b>	
<ul style="list-style-type: none"> <li>• Endorsement Memorandum (1 original, 2 photocopies)</li> </ul>	Concerned CENRO/Requesting Party
<ul style="list-style-type: none"> <li>• Letter of Intent (1 original, 2 photocopies), if applicable</li> </ul>	PO's/Requesting Party
<ul style="list-style-type: none"> <li>• Annual Procurement Plan (APP) (1 Certified Copy)</li> </ul>	Procurement Unit or Section
<ul style="list-style-type: none"> <li>• Notarized MOA with WFP, Mode of Payment &amp; GIS Map (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Site Development Plan</li> </ul>	Concerned CENRO
<ul style="list-style-type: none"> <li>• Purchase Request / Job Request (1 original, 2 photocopies), if applicable</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• BAC Resolution – Mode of Procurement (1 original, 2 Photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Proof of Posting of RFQ at 3 conspicuous places (1 original, 2 Photocopies), if applicable</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Quotations (1 original Per Service Provider, 2 Photocopies) if applicable</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Abstract of Quotations (1 original, 2 Photocopies), if applicable</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>• BAC Resolution – Award approved by HOPE (1 original, 2 Photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Notice of Award received by Service Provider (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>• Notice to Proceed received by Service Provider (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office & BAC Secretariat
<ul style="list-style-type: none"> <li>• Philgeps Posting of Award/Contract/Proceed (1 original, 2 Photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Request for release of 15% Mobilization fee (1 original, 2 Photocopies)</li> </ul>	PO's/Requesting Party

<ul style="list-style-type: none"> <li>● Performance Security</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● LEGAL REQUIREMENTS <ul style="list-style-type: none"> <li>a. Based on the updated GPPB Issuance as of October 22, 2021 (GPPB Resolution No. 18-2021)</li> <li>b. Certificate of Registration from SEC/CDA/DOLE (3 photocopies)</li> <li>c. Certification from the leader of the service provider that none of its incorporators, organizers, directors or officials is an agent or related by consanguinity or affinity up to the fourth civil degree to the HOPE, members of BAC or other authorized officials (1 original, 2 Photocopies)</li> <li>d. Disclosure of related business, if any and extent of ownership therein (1 original, 2 Photocopies)</li> </ul> </li> </ul>	Service Provider/ ORIGINATING OFFICE/ BAC SECRETARIAT
<ul style="list-style-type: none"> <li>● TECHNICAL REQUIREMENTS <ul style="list-style-type: none"> <li>a. List of completed contracts similar to the procurement (1 original, 2 Photocopies)</li> </ul> </li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● FINANCIAL REQUIREMENTS <ul style="list-style-type: none"> <li>a. Certificate that the service provider has an existing bank account (1 original, 2 Photocopies) / 3 photocopies of Bank Book</li> <li>b. Updated Audited Financial Statements (1 original, 2, Photocopies)</li> <li>c. Certification that it has financial management system that maintains sets of book of accounts (1 original, 2 Photocopies)</li> </ul> </li> </ul>	Service Provider
<b>B. Progress Billing</b>	
<ul style="list-style-type: none"> <li>● Endorsement/Memorandum (1 original, 2 photocopies)</li> </ul>	Concerned CENRO
<ul style="list-style-type: none"> <li>● Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies)</li> </ul>	Concerned CENRO & PENRO (Technical-eNGP)

<ul style="list-style-type: none"> <li>● Geotagged Photos of the validated Accomplishment of Activities (Per Beneficiary/ Family) (1 original, 2 photocopies)</li> </ul>	Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
<ul style="list-style-type: none"> <li>● Statement of Account (1 original, 2 photocopies)</li> </ul>	Payee/Contractor
<ul style="list-style-type: none"> <li>● List of Beneficiaries (1 original, 2 photocopies)</li> </ul>	CENRO (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> <li>● Parceliarized Plantation Map (Maintained &amp; Protected) (1 original, 2 photocopies)</li> </ul>	GIS Team/eNGP Unit
<ul style="list-style-type: none"> <li>● Certificate of Completion and Acceptance (1 original, 2 photocopies), if applicable</li> </ul>	Concerned CENRO
<ul style="list-style-type: none"> <li>● Approved Memorandum of Agreement (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>● Request for Inspection and Payment (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Statement of Work Accomplished (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>● Notarized Narrative Report and Notarized Inspection and Acceptance Report (IAR in Matrix form) with attached Validation/ Accomplishment Report (1 original, 2 photocopies)</li> </ul>	Requesting Party or Originating Office Joint Validating Team of PENRO & CENRO
<ul style="list-style-type: none"> <li>● Certificate of Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>● Fund Utilization Report with attached payroll, if with labor (1 original, 2 Photocopies), if applicable</li> </ul>	Service Provider
<b>C. Release of Retention fee</b>	
<ul style="list-style-type: none"> <li>● Endorsement/Memorandum (1 original, 2 photocopies)</li> </ul>	Concerned CENRO
<ul style="list-style-type: none"> <li>● PO Request for the release of Retention Fee (1 original, 2 photocopies)</li> </ul>	Contracted PO/Family
<ul style="list-style-type: none"> <li>● Third Party Evaluation Report that the PO Plantation attained at least 85% Survival Rate (2 photocopies) (Per DAO 2019-03, this is applicable for 100 hectares and above. In-house validation applies for 99 hectares and below)</li> </ul>	Third Party Contracted/Regional Office

<ul style="list-style-type: none"> <li>• Certificate of Final Inspection and Acceptance Report (1 original, 2 photocopies)</li> </ul>	JIC
<ul style="list-style-type: none"> <li>• Certificate of Final Acceptance (1 original, 2 photocopies)</li> </ul>	HOPE
<ul style="list-style-type: none"> <li>• Completed Parceliarized Plantation Map (1 original, 2 photocopies)</li> </ul>	GIS Team/eNGP Unit
<ul style="list-style-type: none"> <li>• Photo Copy of Affidavit of Completion (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Photo Copy of Certificates of Completion and Acceptance (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Photo copy of Obligation Requests and Status (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Photo Copy of Memorandum of Agreements (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Photo Copy of Notice to Proceeds (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Inspection/Validation Report of Third Party Validators indicating the survival rate for Sites with area of 100 has and above (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Inspection/Validation Report of Regional/PENRO composite team indicating the survival rate for Sites with area of below 100 has (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Fund Utilization Report/Schedule of Payment, if applicable (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Project Completion Report (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Letter of FINAL Turn Over (1 original, 2 Photocopies)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Certificate of FINAL Acceptance (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Geo-tagged photos of validation and accomplished activities (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<ul style="list-style-type: none"> <li>• Certificate of Site Development (1 original, 2 Photocopies)</li> </ul>	Requesting Party or Originating Office
<b>D. Progress Payment for Seedling Production</b>	
<ul style="list-style-type: none"> <li>• Endorsement/Memorandum (1 original, 2 photocopies)</li> </ul>	Concerned CENRO





<ul style="list-style-type: none"> <li>• PO Request for Inspection/Validation and payment (1 original, 2 photocopies)</li> </ul>	PO's/Requesting Party
<ul style="list-style-type: none"> <li>• Statement of Work Accomplishment (1 original, 2 photocopies)</li> </ul>	PO's/Requesting Party
<ul style="list-style-type: none"> <li>• Letter Request to the Auditor for the validation of the accomplishment (1 original, 2 photocopies)</li> </ul>	Concerned CENRO & PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Validation Report / Accomplishment (1 original, 2 photocopies)</li> </ul>	Joint Validating Team of PENRO & CENRO
<ul style="list-style-type: none"> <li>• Nursery Tally Sheet (1 original, 2 photocopies)</li> </ul>	Joint Validating Team of PENRO & CENRO
<ul style="list-style-type: none"> <li>• Geotagged Photos of Nurseries (per plot) (1 original, 2 photocopies)</li> </ul>	Joint Validating Team of PENRO & CENRO, Concerned Site Team Leader and PO/Families
<ul style="list-style-type: none"> <li>• Statement of Account (1 original, 2 photocopies)</li> </ul>	PO's/Requesting Party
<ul style="list-style-type: none"> <li>• Proposed list of Beneficiaries/Families (1 original, 2 photocopies)</li> </ul>	CENRO (NGP Coordinator/Site Team Leader)
<ul style="list-style-type: none"> <li>• Photo copy of Approved Memorandum of Agreement (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<ul style="list-style-type: none"> <li>• Photo copy of Approved Obligation Request (2 photocopies)</li> </ul>	PENRO (Technical-eNGP)
<b>E. Additional if seedlings were procured</b>	
<ul style="list-style-type: none"> <li>• Seedlings Acknowledgement Receipt (1 original, 2 photocopies)</li> </ul>	Seedling Supplier
<ul style="list-style-type: none"> <li>• Certificate of Registration of Seedling Supplier (1 original, 2 photocopies)</li> </ul>	Seedling Supplier
<ul style="list-style-type: none"> <li>• Delivery Receipt duly received by the PO (1 original, 2 photocopies)</li> </ul>	Seedling Supplier & PO
<ul style="list-style-type: none"> <li>• Business Permit of Seedling Supplier (1 original, 2 photocopies)</li> </ul>	Seedling Supplier

**If Infrastructure Projects**






<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE**</b>
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<ul style="list-style-type: none"> <li>Letter request from the contractor for inspection (if applicable) and released of advance/progress/final payment or for substitution in case of release of retention money (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Statement of Work Accomplishment/Progress Billing (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Inspection Report by the Agency's Authorized Engineer (1 original, 2 photocopies)</li> </ul>	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> <li>Result of Test Analysis, if applicable (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Statement of Time Elapsed (1 original, 2 photocopies)</li> </ul>	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> <li>Monthly Certificate of Payment (1 original, 2 photocopies)</li> </ul>	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> <li>Contractor's Affidavit on payment of laborers and materials (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Pictures, before, during and after construction of items of work especially the embedded items (1 original, 2 photocopies)</li> </ul>	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> <li>Photocopy of vouchers of all previous payments (2 photocopies)</li> </ul>	GSU/Accounting
<ul style="list-style-type: none"> <li>Certificate of Completion (1 original, 2 photocopies)</li> </ul>	Requesting Party (e.g CENRO)
<ul style="list-style-type: none"> <li>Certificate of Acceptance</li> </ul>	HOPE/Authorized Representatives
<ul style="list-style-type: none"> <li>Letter request from the Agency to the Auditor for the inspection and payment for the work accomplished by the contractor (1 original, 2 photocopies)</li> </ul>	HOPE/Authorized Representatives
<b>A. If advance payment (additional requirements)</b>	
<ul style="list-style-type: none"> <li>Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand (amount equivalent to the released MF) (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Notarized Contract (1 original, 2 photocopies)</li> </ul>	BAC Secretariat/GSU







<ul style="list-style-type: none"> <li>Such other documents peculiar to the contract and/or to the mode of procurement and considered necessary in the auditorial review and in the technical evaluation thereof (1 original, 2 photocopies)</li> </ul>	BAC Secretariat/GSU
<b>B. If final payment (additional requirements)</b>	
<ul style="list-style-type: none"> <li>As-built Plan (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Warranty security (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Clearance from the Provincial Treasurer that the corresponding sand and gravel fees have been paid, if applicable (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party
<ul style="list-style-type: none"> <li>Copy of turn over documents/transfer of project and facilities such as motor vehicle, laptops, other equipment and furniture included in the contract to concerned government agency (1 original, 2 photocopies)</li> </ul>	Requesting Party
<b>C. If Release of Retention Money (additional requirements)</b>	
<ul style="list-style-type: none"> <li>Certification from the Requesting Party that the project is completed and inspected (1 original, 2 photocopies)</li> </ul>	Requesting Party
<ul style="list-style-type: none"> <li>Certification of final inspection and acceptance report (1 original, 2 photocopies)</li> </ul>	Agency's Authorized Engineer/ Inspectorate Team
<ul style="list-style-type: none"> <li>Certificate of Final Acceptance (1 original, 2 photocopies)</li> </ul>	HOPE/Authorized Representatives
<ul style="list-style-type: none"> <li>Any security in the form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable on demand, if applicable (1 original, 2 photocopies)</li> </ul>	Contractor/Payee/Requesting Party






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME*	PERSONS RESPONSIBLE
1. Submit DV and ORS with complete supporting documents to Budget Unit/Section.	1. Review completeness of documents, receive and record in Logbook the DV and ORS, and forward documents to the concerned Processor.	None	20 min.	 <p><b>Allyssa Grace Jallan</b> Accounting Clerk (COS) Finance Division</p>
	1.1. Review, check fund availability and allotment, record and assign number in the ORS Control Book, and initial ORS. Forward to Chief Budget Officer.	None	1 hour	 <p><b>Lea Catalan-SAA</b> Budget Officer II Budget Section Finance Division</p>  <p><b>Caren Bachoco-PS</b> Admin Assitant II Budget Section Finance Division</p>  <p><b>Analiza Colomer</b> Regular Admin Officer II Budget Section</p>














	1.2. Review documents and sign Box B of ORS.	None	30 min.	 <b>Lilian P. Tayo</b> <i>OIC-Chief Budget Budget Section Finance Division</i>
	1.3. Record ORS and forward the documents to Accounting Unit/Section.	None	30 min.	 <b>Lea Catalan-SAA</b> <i>Budget Officer II Budget Section Finance Division</i>
	1.4. Review documents, receive, record in Logbook, assign DV number and forward DV and ORS with complete supporting documents to concerned Accounting Staff.	None	30 min.	 <b>Allyssa Grace Jallan</b> <i>Accounting Clerk (COS) Finance Division</i>
	1.5. Review documents. Process DV as to completeness of supporting documents, validity and correctness of claims.  Compute and deduct applicable taxes.	None	3 hours (complex)  4 hours (highly technical)	 <b>Junalie Pearl G. Antopina</b> <i>Acctg Assistant (COS) Accounting Section</i>   <b>Pia Ronalee Liboon</b> <i>Financial Analyst (COS) Accounting Section-</i>






	<p>Prepare Certificate of Tax Withheld and record particulars of DV in Individual Index Card.</p> <p>Prepare Journal Entry (Box B) and affix initial in DV.</p> <p>Forward to Chief Accountant for review and approval.</p>			<p><i>Finance Division</i></p>  <p><b>Preciosa Guion</b> <i>AdminiAssistant II</i> <i>Accounting Section</i> <i>Finance Division</i></p>  <p><b>Emma P. Delima</b> <i>Admin Assistant III</i> <i>Accounting Section</i> <i>Finance Division</i></p>  <p><b>Diana Lex Flores</b> <i>Accountant I</i> <i>Accounting Section</i> <i>Finance Division</i></p>
	1.6. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.	None	2 hours	 <p><b>Lynnette S. Villalobos</b> <i>OIC-Accountant III</i> <i>Accounting Section</i> <i>Finance Division</i></p>
	1.7. Release DV and other documents to approving authority based on Manual of Authorities.	None	1 hour	 <p><b>Allyssa Grace Jallan</b> <i>Accounting Clerk (COS)</i> <i>Finance Division</i></p>
	1.8. Receive and batch up ORS, DV and supporting documents. Sign Box D of the DV. Forward	None	1 day	 <p><b>Amellee D. Sardia</b> <i>Chief, Finance Division</i></p>



	to Receiving/Releasing Clerk.			 <p><b>Andres T. Untal, Cese</b> OIC-ARD for MS Office of Mgt. Services</p>  <p><b>Livino B. Duran</b> Regional Executive Director Office of the RED</p>
	1.9. Receive documents and forward to Cashier or Accounting Unit/Section	None	30 min.	 <p><b>Michelle Pailanan</b> Office Support Staff- Office of the ARD for Management Services</p>  <p><b>Salvacion Surmila</b> Forest Technician I Office of the RED</p>  <p><b>Allyssa Grace Jallan</b> Accounting Clerk (COS) Finance Division</p>
	1.10. Receive DV, ORS and other supporting documents, review and record in logbook and forward to concerned Cashier Staff or Accounting Staff	None	30 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>

	1.11. Batch-up DVs into batch/folder. Forward to assigned/concerned staff.	None	1 hour	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.12. Prepare Checks or LDDAP-ADA. Forward to Chief Accountant or Head of Cashier.	None	1 hour	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.13. Sign Box No. 1 of LDDAP.  Sign Checks and ADA.	None	30 min.	<p>For LDDAP,</p>  <p><b>Lynnette S. Villalobos</b> OIC-Accountant III Accounting Section</p> <p>For Checks and ADA,</p>  <p><b>Luz Sobrejuanite</b> Chief, Cashier Cashier Section</p>
	1.14. Forward to approving authority based on Manual of Authority.	None	15 min.	 <p><b>Allyssa Grace Jallan</b> Acctg Clerk (COS) Finance Division</p>

	1.15. Sign Checks and LLDAP-ADA.	None	15 min.	 <p><b>Amellee D. Sardia</b> Chief, Finance Division</p>  <p><b>Andres T. Untal, Cese</b> <i>OIC-ARD for MS Office of the ARD for Management Services</i></p>  <p><b>Livino B. Duran</b> <i>Regional Executive Director Office of the RED</i></p>
	1.16. Forward to Cashier.	None	15 min.	 <p><b>Michelle Pailanan</b> <i>Office Support Staff Office of the ARD for Management Services</i></p>  <p><b>Salvacion Surmila</b> <i>Forest Technician I Office of the RED</i></p>  <p><b>Allyssa Grace Jallan</b> <i>Accounting Clerk (COS) Finance Division</i></p>

	1.17. Receive and check the balance of Notice of Cash Allocation (NCA) against the total amount of the DV processed.	None	15 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.18. Record all details in Index Card.	None	5 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.19. Record particulars in Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI). Forward to approving authority.	None	1 hour & 30 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.20. Countersign Check and ACIC based on Manual of Authorities. Forward to Cashier.	None	10 min.	 <p><b>Amellee D. Sardia</b> Chief, Finance Division</p>  <p><b>Andres T. Untal,</b> <b>Cese</b> OIC-ARD for MS Office of Management Services</p>

				 <p><b>Livino B. Duran</b> Regional Executive Director Office of the RED</p>
	1.21. Record receipt of Check/ADA and forward to cashier staff.	None	5 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	<p>1.22. Record Check/ADA particulars in the Check Register.</p> <p>Inform the clientele if the check is ready for pick-up, or the ADA was already prepared for them to issue OR upon crediting payment to their account.</p>	None	30 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>
	1.23. Release Check/ADA to customer/bank with tax certificate (supplier).	None	15 min.	 <p><b>Ivannah Claud</b> Office Support Staff Cashier Section</p>  <p><b>Aivie Elunan</b> Cashier I Cashier Section</p>

				 <p><b>Fatima D Guzman</b> Cashier II Cashier Section</p>  <p><b>Luz Sobrejuanite</b> Chief Cashier Cashier Section</p>
	<p>1.24. Receive LDDAP-ADA and/or Advice/ACIC and supporting documents.</p> <p>For LDDAP-ADA, transfer amount to respective accounts.</p>	None	<p>Not earlier than 24 hours but not later than 48 hours for Land Bank and DBP.</p> <p>Crediting may take longer for other servicing banks.</p>	<p>Staff</p> <p>Land Bank of the Philippines</p> <p>or</p> <p>Development Bank of the Philippines (DBP)</p> <p>or</p> <p>any other servicing banks</p>
2. If Service Provider, issue Official Receipt and sign in Cash Book and Box E of DV.				
<b>TOTAL:</b>		None	<b>Complex (1-day bank time)</b>	<b>3 days, 7 hours &amp; 55 min.</b>
			<b>Highly Technical (1-day bank time)</b>	<b>4 days &amp; 55 min.</b>
			<b>Complex</b>	<b>4 days, 7 hours &amp; 55 min.</b>



		<b>(2-day bank time)</b>	
		<b>Highly Technical (2-day bank time)</b>	<b>5 days &amp; 55 min.</b>
		<p><b>*Turn-around time (TAT) depends on the availability of signatories.</b></p> <p><b>*Other factors such as the availability of cash/funds and the bulk of transactions during end of quarter and year-end may cause the Turn-around time (TAT) to be longer.</b></p>	