





**SECSIME NO. CAL-02 PROCESSING OF PAYMENT OF CLAIMS**

Description: Processing of ORS and Voucher of Claims

<b>Office or Division:</b>		Office of the CENR Officer, CENRO Calanasan PENRO Apayao, DENR Region CAR		
<b>Classification:</b>		Simple		
<b>Type of Transaction:</b>		G2B - Government to Business  G2C - Government to Citizen G2G - Government to Government		
<b>Who May Avail:</b>		Internal and External Customers		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Voucher of claims with complete supporting documents		CENROS		
2. ORS and Status		Requesting Party		
<b>Additional if from the Government Sector</b>				
3. Official Letter Request (1 original)		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit voucher of claims with complete supporting documents to Records Section	1. Receive the Disbursement Voucher and check the completeness of the supporting documents and the completeness/authenticity of signatures	None	5 minutes	 <b>GINALYN G. VIERNES</b> Records Officer

	2. Fill up form 10 (Expense Monitoring Form) indicating PAP where claims is to be charged	None	5 minutes	 <b>CELISTE V. BUDENG</b> <b>FTII/Interim Planning Officer</b>
	3. Approval of Form 10	None	5 minutes	 <b>RAUL T. CASTRO</b> <b>OIC, CENR Officer</b>
2. PENRO receives Disbursement Voucher and other supporting documents	4. Release DV and other supporting documents to PENRO	None	5 minutes	 <b>GINALYN G. VIERNES</b> <b>Records Officer</b>
	<b>TOTAL:</b>	None	20 minutes	