



SECSIME NO. RO-06- PROCESSING OF DISBURSEMENT VOUCHER

Disbursement Voucher (DV) is used to pay an obligation to employees, individuals, agencies or creditors for goods purchased and services rendered.

Office or Division:	Accounting Unit/Section, Finance Section/Division, Management Services, DENR Region CAR	
Classification:	Complex to Highly Technical	
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	Internal: Permanent Personnel External: Personnel under Contract of Service, Service Provider and Supplier	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirement		
Disbursement Voucher (1 original, 3 duplicate)	Requesting Party	
Approved Obligation Request and Status (2 original) as applicable	Requesting Party and Budget Unit/Section	
If Supplier/Contractor/Service Provider		
a. Purchase Order (P.O.)		
• Purchase Order (1 original, 2 photocopies)	Procurement Unit/Section	
• Purchase Request (1 original, 2 photocopies)	Requesting Party	
• BAC Resolution (1 original, 2 photocopies)	Bids and Awards Committee (BAC) Secretariat	
• Abstract of Quotations (1 original, 2 photocopies)	Requesting Party and BAC Secretariat	
• Quotations (1 original per supplier, 2 photocopies)	Service Provider	
• Special Order, if applicable (1 photocopy)	Requesting Party, Regional Office or Central Office	
• Inspection and Acceptance Report (1 original, 2 photocopies)	Inspection and Acceptance Committee (IAC)	
• Sales Invoice/Delivery Receipt/Official Receipt (1 original, 2 photocopies)	Service Provider	
• Certificate of Acceptance (1 original, 2 photocopies)	Requesting Party	
b. P.O. Through Direct Contracting		




• Purchase Request (1 original, 2 photocopies)	Requesting Party
• BAC Resolution (1 original, 2 photocopies)	BAC Secretariat
• Quotations (1 original per supplier, 2 photocopies)	Service Provider
• Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (if applicable) (1 photocopy)	Service Provider or BAC Secretariat
• Inspection Report (1 original, 2 photocopies)	Inspection and Acceptance Committee (IAC)
• Certificate of Acceptance (1 original, 2 photocopies)	Requesting Party
If Job Order (J.O.)	
a. Repair of Vehicle/Equipment/Facilities	
• Purchase Request (1 original per supplier, 2 photocopies)	Requesting Party
• Request for Repair (1 original per supplier, 2 photocopies)	Requesting Party
• Pre-Repair Inspection Report (1 original, 2 photocopies)	Inspection Committee
• BAC Resolution (1 original, 2 photocopies)	BAC Secretariat
• Abstract of Quotations (2 original)	Requesting Party & BAC Secretariat
• Quotations (3 original per supplier)	Service Provider
• Post Repair Inspection Report (1 original, 2 photocopies)	Property Unit/Section, General Services Section (GSS)
• Certificate of Acceptance (1 original, 2 photocopies)	Requesting Party
b. Printing	
• Purchase Request (3 original)	Requesting Party
• Layout or e-copy of document to be printed (1 original, digital copy)	Requesting Party
• BAC Resolution (1 original, 2 photocopies)	BAC Secretariat
• Abstract of Quotations (2 original)	Requesting Party & BAC Secretariat
• Quotations (3 original per supplier)	Service Provider
• Inspection Report (1 original, 2 photocopies)	Inspection and Acceptance Committee (IAC)
• Certificate of Acceptance (1 original, 2 photocopies)	Requesting Party
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 (3 original)	Requesting Party
c. TOR (3 original)	Requesting Party
d. Letter Intent/Proposal (3 original)	Service Provider
e. Curriculum Vitae (3 original)	Service Provider
f. MCLE Certification, if lawyer (1 original, 2 photocopies)	Service Provider
g. Written Concurrence from COA, if lawyer (1 original, 2 photocopies)	Commission on Audit (COA)
h. Deputation of OSG, if lawyer (1 original, 2 photocopies)	Office of the Solicitor General (OSG)
i. Letter Request for Payment (for Resource Person, Documentor, or Facilitator) (1 original, 2 photocopies)	Service Provider
j. Evaluation Report (for Resource Person, Documentor or Facilitator) (1 original, 2 photocopies)	Requesting Party
k. Certificate of Acceptance (1 original, 2 photocopies)	Requesting Party
If Salaries of Contract of Service	
a. Notarized Contract (3 original)	Requesting Party, BAC Secretariat or Service Provider
b. Duly Accomplished Daily Time Record (DTR) (1 original, 2 photocopies)	Personnel Unit/Section
c. Accomplishment Report (1 original, 2 photocopies)	Requesting Party
d. S.O, if applicable (1 original, 2 photocopies)	DENR Central, Regional, PENR and/or CENR Office
If Mandatory Expenses	
A. Water and Electricity	
• Billing Statement (1 original, 2 photocopies)	Service Provider
B. Communication/Telephone	
• Billing/Statement of Account (1 original, 2 photocopies)	Service Provider
• Certification that Phone calls are Official in Nature (1 original, 2 photocopies)	Requesting Party
• Contract (1 original for first payment only)	Service Provider or Requesting Party
C. Gasoline	
• Billing/Statement of Account (1 original, 2 photocopies)	Service Provider
• Vehicle Trip Ticket (1 original, 2 photocopies)	Driver in duty







<ul style="list-style-type: none"> Fuel/Lubricants Requisition and Issue Slip (1 original, 2 photocopies) 		Requesting Party		
<ul style="list-style-type: none"> Contract (1 original for first payment only) 		Service Provider or Requesting Party		
<ul style="list-style-type: none"> Annual Procurement Plan (APP) (1 certified copy) 		Procurement Unit or Section		
If Government Share for Mandatory Deductions				
<ul style="list-style-type: none"> a. List of Personnel with Corresponding amount of government share (1 original, 2 photocopies) 		Personnel Section/Unit-Administrative Division/Section or Accounting Unit/Section-Finance Section/Division		
If TEV (Local)				
<ul style="list-style-type: none"> a. Approved Travel Order (1 original, 2 photocopies) 		Requesting Party and CENR Officer, PENR Officer or Regional Executive Director (RED)		
<ul style="list-style-type: none"> b. Itinerary (1 original, 2 photocopies) 		Requesting Party		
<ul style="list-style-type: none"> c. Special Order, if applicable (3 photocopies) 		CENR Officer, PENR Officer, RED, USec or Secretary		
<ul style="list-style-type: none"> d. (Additional Requirement for Reimbursement) Travel Report, Certificate of Travel Completed, Certificate of Appearance, Tickets, RER, Boarding Pass, Terminal Fee Ticket/Stub (1 original, 2 photocopies) 		Requesting Party, Service Provider or Destination Office		
If Cash Advances				
<ul style="list-style-type: none"> a. Special Order of SDO/Allotment Letter (3 photocopies) 		PENR Officer or RED		
<ul style="list-style-type: none"> b. Certificate of No Unliquidated Cash Advance (1 original, 2 photocopies) 		Accounting Unit/Section, Finance Section/Division		
If Replenishment of Cash Advances				
<ul style="list-style-type: none"> a. See COA Circular No. 2012-001 (1 original, 2 photocopies) 		Requesting Party or Concerned Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
<ol style="list-style-type: none"> Receives from Budget Section Disbursement Voucher with complete supporting documents 	<ol style="list-style-type: none"> Receives DV's and Supporting Documents 		10 min.	 ROGELYN LAGONG






CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				<p data-bbox="1659 272 1989 293">ADMINISTRATIVE ASSISTANT II</p>  <p data-bbox="1695 584 1957 628">RAYMOND VICTOR RUIZ ACCOUNTING ANALYST</p>  <p data-bbox="1715 906 1935 951">TESSIE SORIANO ADMIN ASSISTANT III</p>  <p data-bbox="1722 1177 1928 1246">ROWENA DUMAPIS FMP FINANCIAL ANALYST II</p>







CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
				 <p data-bbox="1742 491 1912 539">CARLO PALPAL ACCOUNTANT I</p>  <p data-bbox="1671 802 1980 850">GRAIL P. GALUNZA INREMP FINANCIAL ANALYST</p>  <p data-bbox="1711 1072 1939 1120">DHEL MARIE FIESTA INREMP BOOKKEEPER</p>
2. None	2.1. Process as to completeness of Supporting Documents, validity and correctness of claims. Compute and			





CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	deduct taxes if applicable and assigns DV no. Initials in DV		Simple Claims 20 Minutes Semi-Complex Claims 45 Mins - 1 Hr. Complex Claims (for res-	<p>TESSIE SORIANO ADMIN ASSISTANT III</p>  <p>RAYMOND VICTOR RUIZ ACCOUNTING ANALYST</p>  <p>CARLO PALPAL ACCOUNTANT I</p>  <p>ROWENA DUMAPIS FMP FINANCIAL ANALYST II</p>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
			each 6 hours Guide Lines and Rulings)	 GRAIL P. GALUNZA INREMP FINANCIAL ANALYST  DHEL MARIE FIESTA INREMP BOOKKEEPER
3. None	3.1. Review and sign Box C of DV based on Manual of Authorities		20 minutes	 ROSEMARIE P. TOMILAS ACCOUNTANT III
4. None	4.1. Forward DV and Supporting Documents to the approving Official for approval of DV		10 minutes	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
	based on the Manual of Authorities			ROGELYN LAGONG ADMINISTRATIVE ASSISTANT II
5. None	5.1. Sign Box D of DV based on Manual of Authorities UP TO 1 MILLION → ABOVE 1 MILLION →		5 minutes	 ATTY. CLEO D. SABADO-ANDRADA OIC, ARD FOR MANAGEMENT SERVICES  ENGR. RALPH C. PABLO REGIONAL EXECUTIVE DIRECTOR
TOTAL:			<i>8 hours 55 minutes</i>	