



## CITIZEN'S CHARTER NO. RO-AF-05. PROCESSING OF OBLIGATION REQUEST AND STATUS (ORS) FOR ALL DISBURSEMENT VOUCHERS, CONTRACTS AND OTHER TRANSACTIONS

ORS is document showing the allotment availability for the purpose. This form shall be used by the requesting/originating offices in the utilization of their approved budget allocation.

<b>Office or Division:</b>	Budget Unit/Section, Finance Section/Division, DENR PENR and Regional Office
<b>Classification:</b>	Complex
<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
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>General Requirement</b>	
Obligation Request and Status (3 original)	End-user
<b>If Initial Contract of Communication/Telephone and Gasoline</b>	
a. Contract (3 original)	Service Provider or End-user
b. Annual Procurement Plan (APP) (1 certified copy)	Procurement Unit or Section
<b>If Supplier/Contractor/Service Provider</b>	
a. Purchase Order (P.O.)	
• Purchase Order (3 original)	Procurement Unit or Section
• Purchase Request (3 original)	End-user
• BAC Resolution (1 original, 2 photocopies)	Bids and Awards Committee (BAC) Secretariat
• Abstract of Quotations (2 original)	End-user & BAC Secretariat
• Quotations (3 original per supplier)	Service Provider
• Special Order, if applicable (1 photocopy)	End-user, Regional Office or Central Office
b. P.O. Through Direct Contracting	
• Purchase Request (3 original)	End-user
• BAC Resolution (1 original, 2 photocopies)	BAC Secretariat



<ul style="list-style-type: none"> <li>• Quotations (3 original per supplier)</li> </ul>	Service Provider
<ul style="list-style-type: none"> <li>• Distributor Certificate or Sworn Certificate of Guarantee Exclusive Distributorship Agreement (if applicable) (1 photocopy)</li> </ul>	Service Provider or BAC Secretariat
<b>If Job Order (J.O.)</b>	
a. Repair of Vehicle/Equipment/Facilities	
<ul style="list-style-type: none"> <li>• Purchase Request (3 original)</li> </ul>	End-user
<ul style="list-style-type: none"> <li>• Request for Repair (3 original)</li> </ul>	End-user
<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 (1 original, 2 photocopies)</li> </ul>	BAC Secretariat
<ul style="list-style-type: none"> <li>• Abstract of Quotations (2 original)</li> </ul>	End-user & BAC Secretariat
<ul style="list-style-type: none"> <li>• Quotations (3 original per supplier)</li> </ul>	Service Provider
b. Printing	
<ul style="list-style-type: none"> <li>• Purchase Request (3 original)</li> </ul>	End-user
<ul style="list-style-type: none"> <li>• Layout or e-copy of document to be printed (1 original, digital copy)</li> </ul>	End-user
<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 (2 original)</li> </ul>	End-user & BAC Secretariat
<ul style="list-style-type: none"> <li>• Quotations (3 original per supplier)</li> </ul>	Service Provider
<b>If Agency Procurement Request (APR)</b>	
a. Purchase Request (3 original)	End-user
<b>If Contract</b>	
a. Notarized Contract (3 original)	End-user, BAC Secretariat or Service Provider
b. Purchase Request (3 original)	End-user
c. TOR (3 original)	End-user
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)
<b>If Salaries of Contract of Service</b>	
a. Notarized Contract (3 original)	End-user, BAC Secretariat or Service Provider



<b>If Mandatory Expenses</b>	
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)	End-user
c. Gasoline	
• Billing/Statement of Account (1 original, 2 photocopies)	Service Provider
• Vehicle Trip Ticket (1 original, 2 photocopies)	Driver in duty
• Fuel/Lubricants Requisition and Issue Slip (1 original, 2 photocopies)	End-user
<b>If Government Share for Mandatory Deductions</b>	
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
<b>If TEV (Local)</b>	
a. Approved Travel Order (1 original, 2 photocopies)	End-user and CENR Officer, PENR Officer or Regional Executive Director (RED)
b. Itinerary (1 original, 2 photocopies)	End-user
c. Special Order, if applicable (3 photocopies)	CENR Officer, PENR Officer, RED, USec or Secretary
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)	End-user, Service Provider or Destination Office
<b>If Cash Advances</b>	
a. Special Order of SDO/Allotment Letter (3 photocopies)	PENR Officer or RED
b. Certificate of No Unliquidated Cash Advance (1 original, 2 photocopies)	Accounting Unit/Section, Finance Section/Division
<b>If Replenishment of Cash Advances</b>	
a. See COA Circular No. 2012-001 (1 original, 2 photocopies)	End-user or Concerned Office



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit ORS with complete supporting documents to Budget Unit/Section	1. Receive and record in Logbook all transactions needing Obligations and forward documents to the concerned Processor	None	20 min.	<i>Receiving/Releasing Clerk</i> Budget Unit/Section
	1.1. Review, check fund availability and allotment, record and assign number in the ORS Control Book, and initial ORS	None	1 hour	<i>Budget Staff</i> Budget Unit/Section
	1.2. Review and sign Box B of ORS	None	30 min.	<i>Chief Budget Officer</i> Budget Unit/Section
	1.3. Record and forward the documents to Accounting Unit/Section	None	30 min.	<i>Receiving/Releasing Clerk</i> Budget Unit/Section
<b>TOTAL:</b>		<b>None</b>	<b>2 hours &amp; 20 min.</b>	