



## CITIZEN'S CHARTER NO. RO-AF-06. PROCESSING OF DISBURSEMENT VOUCHER (DV)

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

<b>Office or Division:</b>	Accounting Unit/Section, Finance Section/Division, DENR PENR and Regional Offices
<b>Classification:</b>	Complex to 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
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>General Requirement</b>	
Disbursement Voucher (1 original, 3 duplicate)	Requesting Party
Approved Obligation Request and Status (2 original) as applicable	Requesting Party and Budget Unit/Section
<b>If Supplier/Contractor/Service Provider</b>	
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
<b>If Job Order (J.O.)</b>	
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
<b>If Agency Procurement Request (APR)</b>	
a. Purchase Request (3 original)	Requesting Party
<b>If Contract</b>	



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
<b>If Salaries of Contract of Service</b>	
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
<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)	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"> <li>Fuel/Lubricants Requisition and Issue Slip (1 original, 2 photocopies)</li> </ul>	Requesting Party			
<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>Annual Procurement Plan (APP) (1 certified copy)</li> </ul>	Procurement Unit or Section			
<b>If Government Share for Mandatory Deductions</b>				
<ul style="list-style-type: none"> <li>a. 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			
<b>If TEV (Local)</b>				
<ul style="list-style-type: none"> <li>a. Approved Travel Order (1 original, 2 photocopies)</li> </ul>	Requesting Party and CENR Officer, PENR Officer or Regional Executive Director (RED)			
<ul style="list-style-type: none"> <li>b. Itinerary (1 original, 2 photocopies)</li> </ul>	Requesting Party			
<ul style="list-style-type: none"> <li>c. Special Order, if applicable (3 photocopies)</li> </ul>	CENR Officer, PENR Officer, RED, USec or Secretary			
<ul style="list-style-type: none"> <li>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)</li> </ul>	Requesting Party, Service Provider or Destination Office			
<b>If Cash Advances</b>				
<ul style="list-style-type: none"> <li>a. Special Order of SDO/Allotment Letter (3 photocopies)</li> </ul>	PENR Officer or RED			
<ul style="list-style-type: none"> <li>b. Certificate of No Unliquidated Cash Advance (1 original, 2 photocopies)</li> </ul>	Accounting Unit/Section, Finance Section/Division			
<b>If Replenishment of Cash Advances</b>				
<ul style="list-style-type: none"> <li>a. See COA Circular No. 2012-001 (1 original, 2 photocopies)</li> </ul>	Requesting Party or Concerned Office			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit DV (with signed or approved Box A) with complete supporting documents to Accounting Unit/Section.	1. Receive, record in Logbook, assign DV number and forward DV with complete supporting documents to concerned Accounting Staff	None	30 min.	<i>Receiving/Releasing Clerk</i> Accounting Unit/Section



	<p>1.1. Process DV as to completeness of supporting documents, validity and correctness of claims.</p> <p>Compute and deduct applicable taxes.</p> <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>	None	<p>3 hours (complex)</p> <p>4 hours (highly technical)</p>	<p><i>Accounting Staff</i> Accounting Unit/Section</p>
	<p>1.2. Review DV and sign Box C of DV, and forward to Receiving/Releasing Clerk.</p>	None	2 hours	<p><i>Chief Accountant</i> Accounting Unit/Section</p>
	<p>1.3. Release DV and other documents to approving authority</p>	None	1 hour	<p><i>PENR Officer</i> (PENRO)</p>



	based on Manual of Authorities.			<i>Assistant Regional Director (ARD) for Management Services (MS) or Regional Executive Director (RED) (Regional Office)</i>
<b>TOTAL:</b>		<b>None</b>	<b>6 hours &amp; 30 min. - 7 hours &amp; 30 min.</b>	