



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF CALAMBA CITY

1. Processing of ORS

Obligation Request and Status (ORS) is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

Office or Division:	Budget Section		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	DepEd Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. ORS (1 Original Copies, 2 Photocopy)		Budget Unit	
2. Disbursement Voucher (1 Original Copies, 2 Photocopy)		Accounting Unit	
Purchase Orders (pre-audited)			
3. AR/ATC (1 Original Copies, 2 Photocopy)		Requesting Unit	
4. Other supporting documents (1 Original Copies, 2 Photocopy)		Requesting Unit	
Biddings			
5. Notice of Award (1 Original Copies, 2 Photocopy)		BAC Secretariat	
6. Signed Contract (1 Original Copies, 2 Photocopy)		Requesting Unit	
7. Sub-AROs (1 Original Copies, 2 Photocopy)		Requesting Unit/Budget	
8. AR/ATC (1 Original Copies, 2 Photocopy)		Requesting Unit	



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REGION IV-A CALABARZON
SCHOOLS DIVISION OF CALAMBA CITY

Cash Advances for Travels	
9. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
10. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
11. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit
12. AR/ATC (1 Original Copies, 2 Photocopy)	
Reimbursement of Travels	
13. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
14. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
15. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit
16. Certificate of Appearance/Participation/Attendance (1 Original Copies, 2 Photocopy)	Requesting Unit
17. Certification of Travel Completed (1 Original Copies, 2 Photocopy)	Requesting Unit
18. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
Cash Advances for school MOOE	
19. Purpose of cash advance (1 Original Copies, 2 Photocopy)	Requesting Unit
20. Letter request (1 Original Copies, 2 Photocopy)	Requesting Unit
21. WFP (1 Original Copies, 2 Photocopy)	Requesting Unit



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to budget	1.1 Receive the documents from the requesting party	None	2 minutes	ADAS
	1.2 Review, analyze and verify the documents	None	5 minutes	ADAS/Budget Officer III
	1.3 Verify the availability of allotments	None	3 minutes	Budget Officer III
	1.4 Record and posting of entries in BMS	None	5 minutes	ADAS
	1.5 Generate print- out of ORS	None	2 minutes	ADAS
	1.6 Certification by the Head of the Budget Unit or his authorized representative on the existence of available appropriation (Box B)	None	5 minutes	Budget Officer III
	1.7 Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allotment under his/her	None	5 minutes	Requesting Party



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	direct supervision (Box A)			
	1.8 Forward to Accounting Division	None	3 minutes	ADAS I
TOTAL:		None	30 minutes	



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2. Posting/Updating of Disbursement

Updating of status of disbursement requests

Office or Division:	Budget Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Check Issued (RCI)		Cashier's Office		
2. Report of Advice to Debit Account Issued (RADAI)		Cashier's Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required reports (RCI & RADAI)	1.1 Receives the reports	None	3 Minutes	Budget Unit Staff
	1.2 Posts/ Updates disbursements in the Enhanced Budget Monitoring System (e-BMS)	None	5 Minutes	Budget Officer/ Staff
TOTAL:		None	8 minutes	



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3. Certification of Availability of Allotment

The Budget Unit certifies the availability of resources to fund the implementation of various Programs, Activities and Projects in the Budget Proposal or Work Program in accordance with the valid documents as submitted by the Requesting Office.

Office or Division:	Budget Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Internal Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Budget Proposal/Work Program		Requesting Office		
2. Fund Request (Activity Request/Authority to Conduct)/ Accomplished Travel Order				
3. Memorandum (if there is)				
4. Authority to Procure (if applicable)				
5. Approved Work and Financial Plan (as required)				
6. Approved Annual Procurement Plan (as required)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Budget Proposal/Work Program and Fund Request with attachments	1.1 Receives the documents and forwards to the Budget Officer	None	3 Minutes	Budget Unit Staff
	1.2 Evaluates the documents,	None	7 Minutes	Budget Officer



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	validates the purpose, and verifies availability of allotment			
	1.3 Signs as to availability of allotment. Forwards documents to the Budget Staff	None	5 Minutes	Budget Officer
2. Receives the Signed Request and attachments	2.1 Forwards the signed request and attachment	None	5 Minutes	Accounting Section/ Requesting Office
TOTAL:		None	20 minutes	