

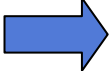

Citizen’s Charter No. 14


Name of Agencies : DENR Central Office- Budget Division

Frontline Service : Preparation of Obligation Request (ObR) – One Time per Contract




Schedule of Availability of Service : 8:00-5:00, Monday to Friday

Who may Avail the Service : External Customers (Contractors, Suppliers and Service Providers)
Internal Customers (DENR Employees and Contractual Personnel)

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit documents to Budget for funding purposes 	Receive and record in Logbook all transactions needing Obligations and forward documents to concerned Section Chief 	Receiving/Releasing Personnel	5 minutes	Payment for the following: a. Mandatory Expenses 1. Disbursement Voucher 2. Billing/ Statement of Accounts 3. Certification that Phone Calls are Official in Nature b. Purchase Order/ Job Order/ Contract (See Annex A) c. TEV (Local) 1. Disbursement Voucher 2. Approved Travel Order 3. Itinerary 4. Special Order, if applicable 5. (Additional	

					<p>Requirement for Reimbursement) Travel Report, Certificate of Travel Completed, Certificate of Appearance, Tickets, RER, Boarding Pass, Terminal Fee Ticket/Stub</p> <p>d. Cash Advances</p> <ol style="list-style-type: none"> 1. Special Order of SDO 2. Disbursement Voucher <p>e. Replenishment of Cash Advances (See Annex B)</p> <p>f. Salaries of Contract of Service</p> <ol style="list-style-type: none"> 1. Notarized Contract 2. Disbursement Voucher 3. Duly Accomplished Daily Time Record (DTR) 4. Accomplishment Report 	
		Assign to concerned Budget Officer 	Section Chief	5 minutes		

		Reviews, checks fund availability and allotment, and prepares ObR 	Budget Officer	10 minutes		
		Review and Initial 	Section Chief	5 minutes		
		Record and forward documents to End-User Within the Building Within the Compound 	Receiving/Releasing Personnel	10 minutes 30 minutes		
	Receive OBR from Budget Division for signature of Box A 			2 minutes	ObR and other supporting documents	
	Signs Box A of ObR 			5 minutes		
	Release ObR to Budget Division 			5 minutes	ObR and other supporting documents	
		Records and forwards to Budget Controller 	Receiving/Releasing Personnel	5 minutes		
		Records in Control Book and ascertain availability of	Budget Controller	5 minutes		

		funds 				
		Reviews and Signs Box B of ObR in accordance with Manual of Approval 	Chief Budget Division	5 minutes		
		Record and forward the documents to Accounting Division Within the Building Within the Compound 	Receiving/Releasing Personnel	10 minutes 30 minutes		
Receive ObR						