



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

This Form shall be used by the Requesting/Originating Offices in the utilization of their approved budget allocations per General Appropriations Act Release Document (GAARD) and other budget laws/ authority. ORS is a supporting document attached in the processing of claims.

Office or Division:	Budget Division, DENR Central Office	
Classification:	Complex	
Type of Transaction	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government	
Who may avail:	All Permanent, Casual and Contractual Personnel and Officials of DENR Central Office, Contractors, Suppliers and Service Providers	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirements		
• Disbursement Voucher DV, if applicable (3 Original Copies)	Requesting Party	
• Obligation Request and Status (ORS) (3 Original Copies)	Requesting Party	
1. Travelling Expenses		
A. Local Travel		
• Approved Travel Order (1 Original)	Concerned Employee	
• Itinerary of Travel (1 Original)	Concerned Employee	
• Air Ticket Travel Order, if applicable (1 Photocopy)	Concerned Employee	
• Special Order, if applicable(1 Photocopy)	Concerned Employee /Human Resource Development Service	
• Additional Requirements for Reimbursement		
➤ Certificate of Travel Completed (1 Original)	Concerned Employee	
➤ Certificate of Appearance (1 Original)	Concerned Employee /Head of Office-Place of Destination	
➤ Paper/Electronic Plane Ticket, if applicable (1 Original)	Concerned Employee /Airline Company	
➤ Boat or Bus Tickets, if applicable (1 Original)	Concerned Employee /Ticketing Office	



➤ Taxi or Transport Receipts (1 Original)	Concerned Employee /Taxi Driver
➤ Boarding Pass (1 Original)	Concerned Employee /Airline Company
➤ Terminal Fee Tickets/Stubs (1 Original)	Concerned Employee /Airline Company
➤ “Annex A” Certification of Expenses not Requiring Receipts, if applicable (1 Original)	Concerned Employee
➤ Trip Ticket, if applicable (1 certified true copy)	General Services Division (GSD)
B. Foreign Travel	
• Approved Travel Authority (1 Original)	Office of the Secretary (for DENR Undersecretaries down to Employees) Office of the President (for the Secretary)
• Approved Itinerary of Travel (1 original)	Concerned Employee
• Letter of Invitation of Host/Sponsoring country (1 original)	Host Country
• Flight Itinerary (1 original)	Airline Company/Ticketing Office/Travel Agency
• Authority from the Office of the President to claim representation expenses, if applicable (1 original)	Office of the President
• Certificate of Appearance/Attendance (original)	Concerned Employee
• Certificate of Travel Completed (original)	Concerned Employee
• Plane Ticket, if applicable (1 original)	Concerned Employee /Airline Company
• Boarding Pass, if applicable (1 original)	Concerned Employee Airline Company
• Daily Subsistence Allowance (DSA) Rate (1 photocopy)	International Civil Service Commission (ICSC) of United Nations
• Narrative Report on Participation (1 original)	Concerned Employee
2. Training Expenses	
A. Training/Seminar/Workshop	
• Approved Purchase Request (1 Original)	End –User
• Notice of Award (1 Original)	Property and Supply Management Division (PSMD)
• Approved Notarized Contract (1 Original)	Property and Supply Management Division (PSMD)
• Notice to Proceed (1 Original)	Property and Supply Management Division (PSMD)
• Bids and Awards Committee Resolution (1 Original)	Property and Supply Management Division (PSMD)
• Special Order/Authority (signed by the Head of Office) (1	End –User



Photocopy)	
<ul style="list-style-type: none"> Quotations from at least three (3) PhilGEps registered suppliers (1 Original) 	End –User/ Service Providers
<ul style="list-style-type: none"> Abstract of Quotation duly noted by Head of Office and Approved by Director’s Level (1 Original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Attendance Sheet with Heading/Event/Date/Venue certified by the Requesting Party (1 Original) 	End –User
<ul style="list-style-type: none"> Certificate of Acceptance signed by the Requesting Party (1 Original) 	End –User
<ul style="list-style-type: none"> Statement of Accounts/Billing Statement/Official Receipt (1 Original) 	Service Provider
<ul style="list-style-type: none"> Approved Project Procurement Management Plan (PPMP) (1 Photocopy) 	End –User
B. Meetings	
<ul style="list-style-type: none"> Approved Notice of Meeting (1 Original) 	End –User
<ul style="list-style-type: none"> Purchase Request (1 Original) 	End –User
<ul style="list-style-type: none"> Service Agreement (1 Original) 	Service Provider
<ul style="list-style-type: none"> At least three (3) Quotations (certified by the Requesting Party) (1 Original) 	End –User/ Service Providers
<ul style="list-style-type: none"> Abstract of Quotation duly noted by Head of Office and Approved by Director’s Level (1 Original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Certificate of Acceptance signed by the Requesting Party (1 Original) 	End –User
<ul style="list-style-type: none"> Sales or Charge Invoice/ Statement of Accounts (1 Original) 	Service Providers
<ul style="list-style-type: none"> Attendance Sheet certified by the Requesting Party (1 Original) 	End –User
<ul style="list-style-type: none"> Approved Project Procurement Management Plan (PPMP) (1 Photocopy) 	End –User
3. Mandatory Expenses	
A. Water and Electricity	
<ul style="list-style-type: none"> Billing Statement /Statement of Account (1 Original) 	Electricity and Water Service Provider (Meralco and Manila Water)



B. Communication/Telephone Expenses	
• Billing Statement/Statement of Account (1 Original)	Telecommunication Service Providers (PLDT/ Smart/ Globe)
• Certification that Phone calls are Official in Nature (1 Original)	General Services Division (GSD)
C. Gasoline	
• Billing Statement /Statement of Account (1 Original)	Gasoline Service Center
• Vehicle Trip Ticket (1 Original)	Motorpool Section, General Services Division (GSD)
• Fuel/Oil/Lubricants Requisition and Issue Slip (1 Original)	Motorpool Section, General Services Division (GSD)
• Charge Invoice (1 Original)	Gasoline Service Center
• Daily Trip Record (1 Original)	General Services Division (GSD)
D. Janitorial Services	
• Duly signed and notarized Contract with Certificate of Availability of Funds (1 certified true copy)	Property and Supply Management Division (PSMD)
• Billing Statement/Statement of Account (1 original)	Janitorial Service Provider
• Duly approved Daily Time Record (1 original)	Janitorial Service Provider
• Certification of Service Rendered (1 original)	General Services Division (GSD)
• Duly approved Attendance Sheet with total number of hours/days worked by individual janitors (1 original)	Janitorial Service Provider
• Letter Request for additional Janitorial Personnel, if applicable (1 Original)	Requesting Party
E. Security Services	
• Duly signed and notarized Contract with Certificate of Availability of Funds (1 certified true copy)	Property and Supply Management Division (PSMD)
• Billing Statement/Statement of Account (1 original)	Security Service Provider
• Duly approved Daily Time Record (1 original)	Security Service Provider
• Certification of Service Rendered (1 original)	General Services Division (GSD)
• Duly approved Attendance Sheet with total number of hours/days worked by individual security guards (1 original)	Security Service Provider
• BAC Resolution (1 certified true copy)	Procurement Management Section -PSMD
• Terms of Reference (1 Photocopy)	Property and Supply Management Division (PSMD)



4. Salaries of Individuals Hired under Contract of Service	
<ul style="list-style-type: none"> Contract duly signed, notarized with certificate of availability of funds (1 original copy and 2 certified true copies for initial claim, 1 photocopy for succeeding claims) 	Concerned Employee
<ul style="list-style-type: none"> Accomplishment Report approved by Requesting Party (1 original copy) 	Concerned Employee
<ul style="list-style-type: none"> Approved Daily Time Record and duly verified by Personnel Division (1 original copy) 	Concerned Employee
5. Consultancy Services	
<ul style="list-style-type: none"> Approved Purchase Request (1 original) 	Concerned Employee/Requesting Party
<ul style="list-style-type: none"> Three (3) Quotations (1 original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Abstract of Quotation duly noted by Head of Office and Approved by Director's Level (1 Original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00) (1 original) 	Procurement Management Section – PSMD, and PhilGEPS
<ul style="list-style-type: none"> Notice of Award (1 original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Signed and notarized contract with Certificate of Availability of Funds (1 original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Notice to Proceed (1 original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> Terms of Reference (1 original) 	Consultant
<ul style="list-style-type: none"> Approved Expected Outputs/deliverables (1 original) 	Consultant and Requesting Party
<ul style="list-style-type: none"> Copy of Approved Manning Schedule (1 original) 	Consultant
<ul style="list-style-type: none"> Copy of Curriculum Vitae of the Consultants & staff (1 original) 	Consultant
<ul style="list-style-type: none"> Approved Project Procurement Management Plan (PPMP) / Supplemental Project Procurement Management Plan (SPPMP) (1 photocopy) 	Requesting Party
6. Replenishment of Cash Advances	
<ul style="list-style-type: none"> Special Order (1 photocopy) 	Records Division
<ul style="list-style-type: none"> Official Receipts/Sales Invoices (1 original) 	Supplier
<ul style="list-style-type: none"> Replenishment Report (1 original) 	Concerned Special Disbursing Officer (SDO)



• Approved Purchase Request (1 original)	Requesting Party/Concerned Office
• Certificate of Emergency Purchase (1 original)	Requesting Party/Concerned Office
• Certificate of Inspection and Acceptance (1 original)	Inspection & Pre-Acceptance Committee (IPC)
• Report of Waste Materials, in case of repair (1 original)	Property Management Section-PSMD
• Approved trip ticket for gasoline expenses (1 original)	Motorpool Section-General Services Division
• Three (3) Quotations from suppliers (original)	Suppliers
• Abstract of Quotations (1 original)	Requesting Party/Concerned Office
7. Supplier/Contractor/Service Provider	
A. Repair and Maintenance of Motor Vehicles/Equipment	
• Duly signed Purchase Order (1 original)	Supply Management Section - PSMD
• Pre-repair Evaluation/Inspection Report (1 original)	Inspection & Pre-Acceptance Committee (IPC)
• Approved Job Order Request (1 original)	Requesting Party/Administrative Service
• BAC Resolution (1 certified true copy)	Procurement Management Section-PSMD
• Warranty Certificate (1 original)	Service Provider
• Inspection & Acceptance Report (1 original)	Inspection & Pre-Acceptance Committee (IPC)/PSMD
• Three (3) Quotations from Suppliers (1 original)	Service Providers
• Abstract of Quotation duly noted by Head of Office and Approved by Director's Level (1 Original)	Property and Supply Management Division (PSMD)
• Certificate of Acceptance (1 original)	Concerned Requesting Party/Office
• Approved Project Procurement Management Plan (PPMP) (1 photocopy)	Property Management Section-PSMD
• Vehicle Repair Request (1 original)	General Services Division
• Waste Materials Report (1 original)	Property Management Section-PSMD
• Request for Inspection (1 original)	Supply Management Section - PSMD
• Post Inspection Report (1 original)	Inspection & Pre-Acceptance Committee (IPC)
• Service Invoice (1 original)	Service Provider
• PhilGEPS Posting Reference Number & Award Notice Abstract (for transactions amounting to more than P50,000.00)	Procurement Management Section – PSMD, and PhilGEPS
• Quality Control Inspection Report (1 original)	Motorpool Section-General Services Division
B. Printing	



<ul style="list-style-type: none"> • Purchase Request (1 original) 	Requesting Party
<ul style="list-style-type: none"> • BAC Resolution (1 certified true copy) 	Procurement Management Section -PSMD
<ul style="list-style-type: none"> • Abstract of Quotation duly noted by Head of Office and Approved by Director's Level (1 Original) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> • Three (3) Quotations from suppliers (original) 	Suppliers
8. Procurement of Office Supplies Through Procurement Service	
<ul style="list-style-type: none"> • Agency Procurement Request (APR) (1 Certified True Copy) 	Property and Supply Management Division (PSMD)
<ul style="list-style-type: none"> • Approved Purchase Request 1 original) 	Requesting Party
9. Government Share for Mandatory Deductions	
<ul style="list-style-type: none"> • Payroll/List of Personnel with Corresponding amount of Government Share on GSIS, Pag-ibig, Philhealth) (1 original) 	Personnel Division
10. Salaries and Wages	
A. First Salary	
<ul style="list-style-type: none"> • Duly approved Appointment (1 Certified True Copy) 	Concerned Employee/ Personnel Division
<ul style="list-style-type: none"> • Oath of Office (1 Certified True Copy) 	Concerned Employee/ Personnel Division
<ul style="list-style-type: none"> • Certificate of Assumption (1 Certified True Copy) 	Concerned Employee/ Personnel Division
<ul style="list-style-type: none"> • Statement of Assets, Liabilities and Net Worth (1 Certified True Copy) 	Concerned Employee/ Personnel Division
Additional Requirements (for transferees from one government office to another)	
<ul style="list-style-type: none"> • Office Clearance (1 Certified True Copy) 	Concerned Employee
<ul style="list-style-type: none"> • Certificate of Available Leave Credits (1 original) 	Personnel Division
<ul style="list-style-type: none"> • Service Record (1 original) 	Personnel Division
B. Salary (if deleted from the payroll)	
<ul style="list-style-type: none"> • Approved Daily Time Record (1 original) 	Personnel Division
<ul style="list-style-type: none"> • Copy of Payroll (1 Certified True Copy) 	Personnel Division
11. Allowances and Other Similar Expenses	
A. Special Counsel Allowance	
<ul style="list-style-type: none"> • Office Order/Designation/Letter of the OSG deputizing the claimant to appear in court as special counsel (1 photocopy) 	Concerned Employee



<ul style="list-style-type: none"> • Certificate of Appearance issued by the Office of the Clerk of Court (1 original) 	Office of the Clerk of Court
<ul style="list-style-type: none"> • Certification that the cases to be attended by the lawyer personnel are directly related to the nature/function of the particular office represented (1 original) 	Legal Service
<ul style="list-style-type: none"> • Certification issued by the concerned lawyer and Agency Accountant that the amount being claimed is still within the limitation (1 original) 	Legal Service/ Accounting Division
<ul style="list-style-type: none"> • Certification that the case is not pursuant to Motion for Extension of postponement of hearing (1 original) 	Legal Service
B. Loyalty Award Bonus	
<ul style="list-style-type: none"> • Certification of years in service (1 original) 	Personnel Division
<ul style="list-style-type: none"> • Service Record (1 original) 	Personnel Division
C. Step Increment	
<ul style="list-style-type: none"> • Notice of Step Increment (NOSI) /Notice of Salary Adjustment (NOSA) (1 Certified True Copy) 	Personnel Division
<ul style="list-style-type: none"> • Approved Appointment in case of promotion (1 Certified True Copy) 	Malacañang Office/Personnel Division
D. Monetization	
<ul style="list-style-type: none"> • Special Allotment Release Order (SARO) (1 Certified True Copy) 	Department of Budget and Management (DBM)
<ul style="list-style-type: none"> • Notice of Cash Allocation (NCA) (1 Certified True Copy) 	Department of Budget and Management (DBM)
<ul style="list-style-type: none"> • Matrix of Computation, if applicable (1 original) 	Personnel Division
<ul style="list-style-type: none"> • Application for Leave (1 Certified True Copy) 	Concerned Employee/ Personnel Division
<ul style="list-style-type: none"> • Notice of Step Increment (NOSI) (1 Certified True Copy) 	Personnel Division
<ul style="list-style-type: none"> • Service Record (1 Certified True Copy) 	Personnel Division
E. Terminal Leave	
<ul style="list-style-type: none"> • Special Allotment Release Order (SARO) (1 Certified True Copy) 	Department of Budget and Management (DBM)
<ul style="list-style-type: none"> • Notice of Cash Allocation (NCA) (1 Certified True Copy) 	Department of Budget and Management (DBM)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Obligation Request and Status (ORS) signed by the Head, Requesting Office/ Authorized Representative with complete supporting Documents to Budget Division for review and evaluation.	1. Receive and record in Logbook all ORS with complete supporting documents and sort into categories.	None	1 Hour	<i>Receiving/Releasing Clerk</i> Budget Division
	1.1. Batch up several ORS and forward to concerned Processor or Controller assigned per Office.	None	1 Hour (per batch)	<i>Receiving/Releasing Clerk</i> Budget Division
	1.2. Batch up several ORS.	None	1 Hour (per batch)	<i>Processor/Controller</i> Budget Division
	1.3. Review/check the accuracy of the prepared ORS and the completeness of the supporting documents. Verify availability of allotment, encode in the ORS system, indicate generated number in the ORS, and initial Box B.	None	Maximum of 3 Days (per batch)	<i>Processor/Controller</i> Budget Division



	1.4. 3.2 Batch up several ORS and forward to the Chief/ Assistant Chief Budget Division/Section Chief in accordance with Manual of Approval.	None	1 Hour (per batch)	<i>Processor/Controller</i> Budget Division
	1.5. Batch up several ORS prior to signing/approval	None	2 Hours (per batch)	<i>Chief/ Assistant Chief/ Section Chief</i> Budget Division
	1.6. Review and Sign Box B of ORS	None	Maximum of 3 Days (per batch)	<i>Chief</i> <i>(Above Php 50,000.00)</i> <i>Assistant Chief/ Section Chief</i> <i>(50,000.00 and below)</i> Budget Division
	1.7. Record documents to logbook	None	1 Hour (per batch)	<i>Receiving/Releasing Clerk</i> Budget Division
	1.8. Batch up several ORS into category per kind of claim and forward to Accounting Division	None	1 Hour (per batch)	<i>Receiving/Releasing Clerk</i> Budget Division
TOTAL:		None	7 days	