

II. Process of Obligation Request and Status (ORS)- includes all transaction

The unit caters to the processing of Obligation Request and Status of claims for internal and external customers. These include the verification of supporting documents and amount of claims, classification of expenses incurred and certification on the availability of funds.				
Office or Division:	Finance and Administrative Services			
Classification:	Simple			
Type of Transaction:	G2C - for services whose client is the transacting public G2B - for services whose client is a business entity G2G - for services whose client is another government agency, government employee or official			
Who may avail:	Internal (DOST-CAR officials and staff) and External (suppliers/service providers) customers.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Procurement Documents (Annex A)		Most supporting Documents are system-generated @http.www.pftms.ph. Some documents are prepared by the suppliers while some are prepared by the employee in charge of the activity.		
2) Documents relating to all other transactions (Please refer to Annex B)		The supporting documents are prepared by either the internal creditors or the concerned employee who conducted the activity, in coordination with the external creditors.		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Obligation Request Status (ORS) with complete supporting Documents	1.1 Receipt of ORS with complete supporting documents where the Box A of the DV was already signed by authorized official	None	1 minute	Budget Officer/Budget Staff
	1.2 Verification of supporting documents and signatures	None	15 minutes	Budget Officer/Budget Staff
	1.2.a. Utility Expenses/RATA/ Extraordinary Expenses/Security Services		5 minutes	Budget Officer/Budget Staff
	1.2.b. SETUP Project Fund		10 minutes	
	1.2.c. Supplies and Materials and other Items procured through alternative modes of procurement ( e.g. Equipment for LGIA, office supplies)		10 minutes	
	1.2.d. Travelling and Representation expenses		10 minutes	
	1.2.e. Payroll and remittances (GSIS, Pag-IBIG, PhilHealth, LBP)		15 minutes	
	1.2.f. Replenishment of Petty Cash Fund/Reimburse		20 minutes	

	ment of MOOE of PSTCs			
	1.2. g. Property Plant and Equipment, Consultancy Services and Supplies and Materials procured through public bidding		20 minutes	
	1.2. h. Infrastructure Projects to include Repairs and Maintenance of Building and Land and Land Improvements		20 minutes	
	1.3 Verification of correctness of amount claimed	None	10 minutes	Budget Officer/Budget Staff
	1.3. a. For transactions 1.2.a to 1.2.d		5 minutes	Budget Officer/Budget Staff
	1.3. b. For transactions 1.2.e to 1.2.h		10 minutes	
	1.4 Verification of availability of allotment	None	3 minutes	Budget Officer/Budget Staff
	1.5 Assigning of Obligation Request and Status (ORS) number and dates on supporting documents	None	3 minutes	Budget Officer/Budget Staff
	1.6 Certification of availability of allotment	None	2 minutes	Budget Officer