

A. Processing of Disbursement Voucher (DV) for payment of Claims				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME (Under Normal Circumstance)	PERSON RESPONSIBLE
1.Submission of Disbursement Vouchers with complete supporting Documents	1.1 Receipt of DV with supporting documents and where the Box A of the DV was already signed by authorized official	none (For Agency Actions 1 until 11)	1 minute	Accountant/Accounting Staff
	1.2 Verification of completeness of supporting documents			
	a. Utility Expenses/RATA /Extraordinary Expenses/Security Services		5 minutes	Accountant/Accounting Staff
	b. Stipend, Tuition and Other Allowances of DOST Scholars		5 minutes	
	c. SETUP Project Fund and Other Fund Transfers		10 minutes	
	d. Supplies and Materials and other Items procured through alternative modes of procurement (e.g. Equipment for LGIA, office supplies)		10 minutes	
	e. Travelling and Representation expenses		10 minutes	
	f. Payroll and remittances (GSIS, Pag-IBIG, PhilHealth, LBP)		15 minutes	
	g. Replenishment of Petty Cash Fund/Reimbursement of MOOE of PSTCs		20 minutes	
	h. Property Plant and Equipment, Consultancy Services and Supplies and Materials procured through public bidding		20 minutes	

	i. Infrastructure Projects to include Repairs and Maintenance of Building and Land and Land Improvements		20 minutes	
	1.3 Verification of the correctness of the amount claimed			
	for transactions a to e enumerated above		5 minutes	Accountant/Accounting Staff
	for transactions f to i enumerated above		10 minutes	
	1.4 Verification of the availability of cash		3 minutes	Accountant/Accounting Staff
	1.5 Assigning of DV Numbers		3 minutes	Accountant/Accounting Staff
	1.6 Preparation of Tax Certificates, if applicable		4 minutes	Accountant/Accounting Staff
	1.7 Preparation of Journal Entry		5 minutes	Accountant/Accounting Staff
	1.8 Certification in the DV as to the availability of cash, completeness of the supporting documents and correctness of the amount claimed.		2 minutes	Accountant
	1.9 Preparation of List of Due and Demandable Accounts Payable- Advice to Debit Accounts (LDDAP-ADA)		5 minutes	Accountant/Accounting Staff
	1.10 Certification in the LDDAP/ADA that it was prepared in accordance with existing rules and regulations		2 minutes	Accountant
	1.11 Approval of DV and LDDAP/ADA		5 minutes	Regional Director/Assistant Regional Directors for Technical Services and Finance and Administrative Services