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

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| 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/Reimbursement of MOOE of PSTCs |  | 20 minutes |
|  | 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 |