



Republic of the Philippines  
**Department of Education**

REGION III  
SCHOOLS DIVISION OFFICE OF OLONGAPO CITY

**C. BUDGET UNIT**

1. **Obligation Request and Status (ORS)** is a required document by commission on Audit for certification of allotment and obligation and for future adjustments of expense accounts. The Budget Unit provides certification of availability of appropriation/allotment that has been made legally for the purpose. Program Implementers are being served in this process as they implement their Programs, Activities and Projects.

Office or Division:	● Budget Unit	
Classification:	● Simple	
Type of Transaction:	● G2C – Government to Government	
Who may avail:	● DepEd Employees and Other Government Agencies	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. ORS (3 Original Copies)		Budget Unit
2.Disbursement Voucher (1 copy)		Accounting Unit
Salaries & Wages		
1. Soft copy of Payroll Summary from RPSU		RPSU
2. Supplemental Payroll (5 copies)		HR
3. Signed Appointment (2 copies)		HR
4. CSC Transmittal ( 2 copies)		HR
5. Print out of GSIS confirmation of ARA (1 copy)		HR
6. Signed Contract of Service (2 Original copies)		HR
7. Signed DTR (1 original copy)		HR
8. Accomplishment Report (1 copy)		HR
Purchase Orders (pre-audited)		
1. Project Proposal (2 original copies)		Supply Unit/BAC Secretariat
2. Other supporting documents (3 copies)		Supply Unit/BAC Secretariat
Biddings		
1. Notice of Award (2 copies)		BAC Secretariat
2. Signed Contract (2 copies)		BAC Secretariat



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3. Notice to Proceed (2 copies)				BAC Secretariat		
4. Sub-ARO (1 copy)				Budget Unit		
5. Other supporting documents (2 copies)				BAC Secretariat		
<b>Cash Advance</b>						
1. Approved Travel Order (2 copies)				Requesting Unit		
2. Memorandum (2 copies)				Requesting Unit		
3. Itinerary of Travel (2 copies)				Requesting Unit		
<b>Reimbursement of Travels (Pre-audited)</b>						
1. Approved Travel Order (2 copies)				Requesting Unit		
2. Memorandum (2 copies)				Requesting Unit		
3. Itinerary of Travel (2 copies)				Requesting Unit		
4. Certificate of Appearance/Participation / Attendance (1 original copy, 1 photocopy)				Requesting Unit		
5. Certificate of Travel Completed (2 copies)				Requesting Unit		
<b>Downloading of School MOOE</b>						
1. List of Schools to be Downloaded (2 copies)				Accounting Unit		
2. WFP/CDP (2 copies)				School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	SUBSTANTIVE COMPLIANCE COST	PROCESSING TIME	REQUIRED NO. OF SIGNATURES	PERSON RESPONSIBLE
1. Forward to budget	1. Receive the documents from the requesting party	None	None	2 minutes	0	Budget/ ADAS
	1.1. Review, analyze and verify documents	None	None	5 minutes	0	Budget/ ADAS
	1.2. Verify the Availability of Allotments	None	None	2 minutes	0	Budget/ ADAS
	1.3. Record and posting of entries in BMS	None	None	5 minutes	0	Budget/ ADAS
	1.4. Generate print-out of ORS	None	None	2 minutes	0	Budget/ ADAS
	1.5. Certification by the Head of the Budget Unit or	None		2 minutes	1	



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	his authorized representative on the existence of appropriation (Box B)		None			Budget/ ADAS
	1.6. Forward to Accounting Unit	None	None	2 minutes	0	Budget/ ADAS
<b>Total:</b>		<b>None</b>	<b>None</b>	<b>20 minutes per transaction</b>	<b>1</b>	

## 2. Posting /Updating of Disbursement

Updating of status of disbursement requests

<b>Office or Division:</b>	• Budget Unit					
<b>Classification:</b>	• Simple					
<b>Type of Transaction:</b>	• G2C – Government to Government					
<b>Who may avail:</b>	• DepEd Employees					
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE		
1. Reports of Check Issued (RCI) (1 photocopy)				• Cashier's Unit		
2. Report of Advice to Debit Account Issued (RADAI) (1 copy)				• Cashier's Unit/ Accounting Unit		
3. Liquidation Report				• Accounting Unit/School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	SUBSTANTIVE COMPLIANCE COST	PROCESSING TIME	REQUIRED NO. OF SIGNATURES	PERSON RESPONSIBLE
1. Submit the required reports (RCI, RADAI and Liquidation Report)	1. Receive the reports	None	None	3 minutes	0	Receiving personnel
	1.2. Encode/post the data on the BMS	None	None	5 minutes	0	Budget /ADAS
<b>Total:</b>		<b>None</b>	<b>None</b>	<b>8 minutes per transaction</b>	<b>0</b>	