

5. Processing of payments to suppliers and other operational expenses of the Division Office

- To review loan applications by checking the borrower's entitlement to loan, completeness of supporting documents and to process the release of proceeds for approved loans.

Office or Division:	Accounting Section		
Classification:	Complex		
Type of Transaction:	Government to Government (G2G)		
Who may avail:	All as the General Public & Agency Stakeholders		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. General Requirements			
1.1. Approved Obligation Request and Status (ORS) (3 Copies)		Proponent	
1.2. Certificate of Availability of Funds/Activity Request/Copy of SARO		Proponent	
1.3. Legality of transaction and conformity with laws, rules and regulations		Proponent	
1.4. Sufficient and relevant documents to establish validity of claim		Proponent	
1.5. Checklist of Requirements		Accounting Section	
1.6. Approved Obligation Request and Status (ORS) (3 Copies)		Proponent	
2. Basic Requirements for All Types of Procurement Through Public Bidding			
2.1. Approved Purchase Order or Notarized Contract (duly received by COA Within 5 days after perfection) supported by: <ul style="list-style-type: none">• Notice of Award• BAC Resolution recommending approval and approval by the Head of the Procuring Entity of the Resolution of the BAC recommending award of contract• Post-Qualification Report of Technical Working Group• Minutes of Bid-Opening and Pre-Bid Conference, for Approved Budget for Contract (ABC) PHP1million and above• Bidding Documents enumerated under Section 17.1 of Revised IRR of RA 9184		BAC Secretariat Member	

2.2. Project Proposal with attached Work and Financial Plan	Proponent			
2.3. Purchase Request	BAC Secretariat Member			
2.4. Authenticated posting in PHILGEPS Website by supply officer for procurements amounting to Php 50,000 and above.	BAC Secretariat Member			
2.5. Abstract of Quotation	BAC Secretariat Member			
2.6. Quotation form with attached: <ul style="list-style-type: none">• Photocopy of Supplier's Business Permit• Photocopy of Supplier's Tax Clearance• Photocopy / Printout of PhilGEPS Registration	BAC Secretariat Member			
2.7. Duly Approved Inspection and Acceptance Report	Proponent			
2.8. Requisition and Issue Slip and Signature of Recipients of Food, Supplies and Materials.	Proponent			
2.9. Activity Completion Report	Proponent			
2.10. Original copy of the delivery invoice showing the quantity, description of the articles, unit, and total value, duly signed by the dealer or his representative and indicating receipt by the proper agency official of items delivered/Official Receipt/Sales Invoice	Supply Officer			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Obligation Request and Status with supporting documents	1.1. Receive the signed ORS with supporting documents.	None	4 hours	Administrative Assistant assigned to receive
	1.2. Check and evaluate the supporting documents and pre-audit the correctness of amount.	None	1 working day	Administrative Assistant assigned to pre-audit

	<p>1.3. If the amount indicated in the ORS is incorrect, prepare Notice of Obligation Request and Status Adjustment (NORSA) and send to Budget Section.</p> <p>If the documents attached is incorrect or incomplete, return the document to the proponent.</p>	None	1 working day	<p>Administrative Assistant/ Budget Section/ Requesting Personnel</p>
	1.4. For complete and correct documents, prepare of payroll, journal entry voucher, disbursement voucher and 2307 forms and forward to authorized signatories.	None	2 working days	Administrative Assistant
	1.5. Forward signed DV with attachments to Cashier for the issuance of check and preparation of Advice for Checks Issued.	None	2 working days	Cash Personnel
	1.6. Notify the payees/claimants/supplier that the check is ready for release of the payment is credited to their bank account	None	4 hours	Cash Personnel
TOTAL:		None	7 working days	