



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

A. Budget Unit (Internal)

1. Processing of ORS

Obligation Request and Status (ORS) is a required document by commission on Auditor certification of allotment and obligation and for future adjustments of expense accounts. The Budget Office 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:	Government to Government (G2G)	
Who may avail:	DepEd Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. ORS (1 Original Copies, 2 Photocopy)		Accounting Unit
2. Disbursement Voucher (1 Original Copies, 2 Photocopy)		Accounting Unit
Purchase Orders (pre-audited)		
1. AR/ATC (1 Original Copies, 2 Photocopy)		Requesting Unit
2. Other supporting documents (1 Original Copies, 2 Photocopy)		Requesting Unit
Biddings		
1. Notice of Award (1 Original Copies, 2 Photocopy)		BAC Secretariat
2. Signed Contract (1 Original Copies, 2 Photocopy)		Requesting Unit
3. Sub-AROs (1 Original Copies, 2 Photocopy)		Requesting Unit/Budget
4. AR/ATC (1 Original Copies, 2 Photocopy)		Requesting Unit



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

Cash Advance for Travels	
1. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit
4. AR/ATC (1 Original Copies, 2 Photocopy)	
Reimbursement of Travels	
1. Approved Travel Order (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Memorandum (1 Original Copies, 2 Photocopy)	Requesting Unit
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)	Requesting Unit
4. Certificate of Appearance/Paticipation/Attendance (1 Original Copies, 2 Photocopy)	Requesting Unit
5. Certification of Travel Completed (1 Original Copies, 2 Photocopy)	Requesting Unit
6. AR/ATC (1 Original Copies, 2 Photocopy)	Requesting Unit
Cash Advances for School MOOE	
1. Purpose of cash advance (1 Original Copies, 2 Photocopy)	Requesting Unit
2. Letter request (1 Original Copies, 2 Photocopy)	Requesting Unit
3. WFP (1 original Copies, 2 Photocopy)	



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Forward to budget	1. Receive the documents from the requesting party	None	2 minutes	ADAS
	1.2 Review, analyze and verify the documents	None	5 minutes	ADAS/Budget Officer III
	1.3 Verify the availability of allotments	None	3 minutes	Budget Officer III
	1.4 Record and posting of entries in BMS	None	5 minutes	ADAS
	1.5 Generate print-out of ORS	None	2 minutes	ADAS
	1.6 Certification by the Head of the Budget Unit or his authorized representative on the existence of available appropriation (Box B)	None	5 minutes	Budget Officer III
	1.7 Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allotment under his/her direct supervision (Box A)	None	5 minutes	Requesting Party
	1.8 Forward to Accounting Division	None	3 minutes	ADAS I
TOTAL:		None	30 minutes	



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

2. Posting/Updating of Disbursement

Updating of Status of disbursement requests

Office or Division:		Budget Unit		
Classification:		Simple		
Type of Transaction:		Government to Citizen (G2C) Government to Government (G2G)		
Who may avail:		Learners		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Reports of Check Issued (RCI)			Cashier's Office	
2. Report of Advice to Debit Account Issued (RADAI)				
CLIENT STEPS	AGENCY ACTION	FEES TO BR PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required reports (RCI and RADAI)	1.1 Receive the reports	None	3 minutes	Receiving personnel
	1.2.Encode/post the data on the BMS	None	5 minutes	Budget Officer/ADAS
	TOTAL :	None	8 minutes	