

SCHOOLS DIVISION OFFICE - INTERNAL SERVICES

Office of the Schools Division Superintendent

A. Budget Unit

1. Processing of ORS

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 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:		G2G – Government to Government			
Who may avail: DepEd Employ			/ees		
	CKLIST OF REQ		WHERE TO SECURE		
Ph	RS (1 Original Cop otocopy)		Accounting Unit		
	Disbursement Voucher (1 Original Copies, 2 Photocopy)		Accounting Unit		
Purchase Orders (pre-audited)					
AR/ATC (1 Original Copies, 2 Photocopy)			Requesting Unit		
	Other supporting documents (1 Original Copies, 2 Photocopy)		Requesting Unit		
Bida	dinas				
1. No	1. Notice of Award (1 Original Copies, 2 Photocopy)		BAC Secretariat		
2. Sig	Signed Contract (1 Original Copies, 2 Photocopy)		Requesting Unit		
3. Sub-AROs (1 Original Copies, 2 Photocopy)		• •	Requesting Unit/Budget		
	 AR/ATC (1 Original Copies, 2 Photocopy) 		Requesting Unit		
Coo	h Advances for 1	rovolo			
	proved Travel Ord		Poguesting Unit		
Co	pies, 2 Photocopy	·)	Requesting Unit		
2 F	emorandum (1 Orig Photocopy)		Requesting Unit		
	nerary of Travel (1 opies, 2 Photocopy	•	Requesting Unit		



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4. AR/ATC (1 Original Copies, 2					
Photocopy)					
Reimbursement of Travels			Danisatian	l	
Approved Travel Order (1 Original Copies, 2 Photocopy)			Requesting Unit		
Memorandum (1 Original Copies, Photocopy)			Requesting Unit		
3. Itinerary of Travel (1 Original Copies, 2 Photocopy)			Requesting Unit		
4.	Certificate of		Requesting Unit		
		Participation/Attendan	1 10 40.00 19		
		al Copies, 2			
Photocopy)					
5.		of Travel Completed	Requesting Unit		
		Copies, 2 Photocopy)			
6.		Original Copies, 2	Requesting U	Init	
	Photocopy)				
	Cash Advan	ces for school MOOE			
	Purpose of cash advance (1)		Requesting Unit		
ļ ···	Original Copies, 2 Photocopy)		Trequesting Offic		
2.		est (1 Original Copies,	Requesting Unit		
	2 Photocopy	y)			
3.	3. WFP (1 Original Copies, 2				
	Photocopy)				
	Photocopy)				
	Photocopy) CLIENT	AGENCY ACTION	FEES TO	PROCESSI	PERSON
	• • •	AGENCY ACTION	FEES TO BE PAID	PROCESSI NG TIME	PERSON RESPONSI BLE
1.	CLIENT	AGENCY ACTION 1.1.Receive the			RESPONSI
	CLIENT STEPS		BE PAID	NG TIME	RESPONSI BLE
	CLIENT STEPS Forward to	1.1.Receive the documents from the requesting			RESPONSI
	CLIENT STEPS Forward to	1.1.Receive the documents from the requesting party	BE PAID	NG TIME	RESPONSI BLE
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze	BE PAID None	NG TIME 2 minutes	ADAS/Budg
	CLIENT STEPS Forward to	1.1.Receive the documents from the requesting party 1.2.Review, analyze and verify the	BE PAID	NG TIME	RESPONSI BLE ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents	BE PAID None	NG TIME 2 minutes	ADAS/Budg et Officer III
	CLIENT STEPS Forward to	1.1.Receive the documents from the requesting party 1.2.Review, analyze and verify the	BE PAID None	NG TIME 2 minutes	ADAS/Budg et Officer III Budget
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments	None None	NG TIME 2 minutes 5 minutes	ADAS/Budg et Officer III
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and	None None None	NG TIME 2 minutes 5 minutes 3 minutes	ADAS ADAS/Budg et Officer III Budget Officer III
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries	None None	NG TIME 2 minutes 5 minutes	ADAS/Budg et Officer III Budget
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate print-	None None None None	NG TIME 2 minutes 5 minutes 5 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS	None None None	NG TIME 2 minutes 5 minutes 3 minutes	ADAS ADAS/Budg et Officer III Budget Officer III
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS 1.6. Certification by	None None None None	NG TIME 2 minutes 5 minutes 5 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS 1.6. Certification by the Head of the	None None None None	NG TIME 2 minutes 5 minutes 5 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS 1.6. Certification by the Head of the Budget Unit or	None None None None	NG TIME 2 minutes 5 minutes 5 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS ADAS ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS 1.6. Certification by the Head of the Budget Unit or his authorized	None None None None None None	2 minutes 5 minutes 5 minutes 5 minutes 2 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS ADAS
	CLIENT STEPS Forward to	1.1. Receive the documents from the requesting party 1.2. Review, analyze and verify the documents 1.3. Verify the availability of allotments 1.4. Record and posting of entries in BMS 1.5. Generate printout of ORS 1.6. Certification by the Head of the Budget Unit or	None None None None None None	2 minutes 5 minutes 5 minutes 5 minutes 2 minutes	ADAS ADAS/Budg et Officer III Budget Officer III ADAS ADAS ADAS



TOTAL:	None	30 minutes	
1.8. Forward to Accounting Division	None	3 minutes	ADAS I
available appropriation (Box B) 1.7. Certification by the Head of the Requesting Office or his authorized representative on the necessity and legality of charges to the appropriation/allo tment under his/her direct supervision (Box A)	None	5 minutes	Requesting Party
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2. Posting/Updating of Disbursement

Updating of status of disbursement requests

Office or Division:		Budget Unit					
Classification:		Simple					
Type of Transaction:		G2C – G0	G2C – Government to Citizen				
		G2G – G0	G2G – Government to Government				
Who may avail: Learner							
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE				
Reports of Check Issued (RCI)			Cashier's Office				
Report of Advice to Debit Account Issued (RADAI)							
CLIENT STEPS	_	ENCY TION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
1.Submit the required reports (RCI and RADAI)	1.1.Rec repo		None	3 minutes	Receiving personnel		
	the	ode/post data on BMS	None	5 minutes	Budget officer/ADAS		
TOTAL:			None	8 minutes			