



**PLANNING, FINANCIAL AND MANAGEMENT
BRANCH (PFMB) –
Finance Division (FD)
Internal Services**



SERVICE NAME:	1. Handling of Request for Certification of Remittances			
The Certification of Remittances is issued to officials and employees providing information as to the status of remittances of their premiums, contributions, and payment of loans to GSIS, HDMF and PHIC.				
Office or Division:	Finance Division (FD), Planning, Financial and Management Branch (PFMB)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NTC Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Request for Certification Form			Accounting Unit, FD, PFMB	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits request form	1. Receives request form	None	30 Minutes	Admin Asst II
Processing Stage				
	2. Prepares the Certificate based on records of remittances	None	23 Hours	Adm Asst II
	2.1 Reviews prepared Certificate			Accountant II
	2.2 Approves the Certificate			Accountant II
2. Receives the Certificate	3. Issues the Certificate		1 Hour	Admin Asst II
	TOTAL		24 Hours	



SERVICE NAME:	2. Issuance of Obligation Request and Status (ORS) for Utilization of Approved Budget Allocation			
The Obligation Request and Status (ORS) form is used by the requesting/originating units/offices in the utilization of approved budget allocations.				
Office or Division:	Finance Division (FD), Planning, Financial and Management Branch (PFMB)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	NTC Officials and Employees, Suppliers, Contractors, Government Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Obligation Request and Status (ORS) Form 2. Complete and correct supporting documents based on existing budgeting, accounting and auditing rules and regulations and other laws and issuances. <i>Notes:</i> 1. The Box A of ORS form should be duly signed by the requesting unit. 2. The requesting unit should attach the DV form with Box A duly signed by the requesting unit.			For Maintenance and Other Operating Expenses – General Services Division (GSD) For Personal Services Expenses – Human Resources Division (HRD) For Traveling Expenses – NTC Officials and Employees	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Asseent Stage				
1. Submits ORS form and supporting documents	1. Screens request for preliminary assessment	None	1 Hour	Admin Asst II / Admin Officer IV / Admin Officer V
1.1 Receives the request and the NOD	1.1 <i>If incomplete</i> , returns the ORS with supporting documents and issues Notice of Deficiency (NOD)			



	1.2 <i>if complete</i> , acknowledges receipt of request in the logbook			
Processing Stage				
	<p>2. Indicates serial number on the ORS Form and records the same in registry</p> <p>2.1 Certifies that allotment is available and obligated for the purpose/adjustment necessary as indicated and records the same in registry</p> <ul style="list-style-type: none"> • <i>If expense is <u>mandatory OR non-mandatory and less than P15,000.00</u>, Box B is certified by Head of Budgeting Unit</i> • <i>If expense is <u>non-mandatory and P15,000.00 or more</u>, Box B is certified by Chief of Finance Division</i> 	None	23 Hours	<p>Admin Officer IV</p> <p>Admin Officer V</p> <p>Financial and Management Officer II</p>
	3. Issues the certified ORS with the complete and correct supporting documents to the Accounting Unit	None	1 Hour	Admin Asst II / Admin Officer IV/ Admin Officer V
	TOTAL		24 Hours	



SERVICE NAME:		3. Issuance of Disbursement Voucher (DV) for Payment of Obligations		
The Disbursement Voucher (DV) form is used to pay an obligation to employees and creditors for services rendered and goods purchased.				
Office or Division:		Finance Division (FD), Planning, Financial and Management Branch (PFMB)		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business G2C – Government to Citizen G2G – Government to Government		
Who may avail:		NTC Officials and Employees, Suppliers, Contractors, Government Entities		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Obligation Request Status Form and complete and correct supporting documents <i>Note: Boxes A and B should be duly signed.</i>			Budgeting Unit, FD, PFMB	
2. Disbursement Voucher (DV) <i>Note: Box A should be duly signed by the requesting unit.</i>				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits ORS, DV and supporting documents 1.1 Receives the request and the NOD	1. Receives request from Budgeting Unit 1.1 Checks request for completeness and correctness of supporting documents and amount claimed <i>If supporting documents is not complete, or the amount claimed is not proper, returns the request to the Requesting Unit and issues Notice of Deficiency (NOD)</i>	None	1 Hour	Accountant I Accountant II Accountant III



Processing Stage				
	2. Indicates serial number on the DV Form and records the same in registry	None	23 Hours	Accountant I
	2.1 <i>If applicable</i> , computes appropriate withholding tax			Accountant I
	2.2 Indicate accounting entries in Box B			Accountant II Accountant III
	2.3 Certifies in Box C the following: a. Cash available b. Subject to Authority to Debit Account (when applicable) c. Supporting documents complete and amount claimed proper			Accountant III
	2.4 Conducts pre-audit of DV			Financial and Management Officer II
	2.5 Records payment in the Index of Payments (IoP)			Accountant I
	2.6 Approves/ disapproves payment of claim, subject to signing/ countersigning authority			Director II Commissioner
	3. Issues the approved DV to Cash Unit	None	1 Hour	Accountant I Accountant II Accountant III
	TOTAL		24 Hours	