



ADMINISTRATIVE AND FINANCE DEPARTMENT—Quezon City

INTERNAL SERVICES

9.1. Processing of Disbursement Voucher (DV) - Internal Client

Processing of Disbursement Voucher (DV) is a support process covering audit and payment of claims up to the payment to claimants.

Office or Division	Administrative and Finance Department			
Classification	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	Internal - Permanent Personnel; Personnel under Contract of Service (COS)			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
GENERAL REQUIREMENTS				
Disbursement Voucher (1 original, 3 duplicate)			Requesting Party	
Approved Obligation Request and Status (1 original, 2 photocopies)			Budget Division	
If Payment of Salaries and Benefits of Employees				
Payroll duly certified by HR Division (1 original, 1 duplicate)			Requesting Party	
If Payment of Travel Claims				
Letter of Invitation (if there is) (1 original)			Requesting Party	
Special Order/Travel Order (1 original)			Office of the Administrator	
Certificate of Appearance/Travel Completed (1 original)			Destination Office	
Itinerary of Travel (1 original, 2 photocopies)			Requesting Party	
Official Receipts/Tickets (1 original)			Requesting Party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit DV (with signed/ approved Box A) with complete supporting documents to Accounting Division	1.1. Receive Document, Assigns Control Number and register in log book	None	5 mins	Receiving Clerk (Accounting Division)
	1.2. Review/verify documents, check validity, necessity, legality and authenticity of claims and conformity to existing laws, rules and regulations	None	30 mins	Accountant II, Financial Analyst I and II (Accounting Division)
	1.3. If incomplete: Prepare suspension slip and return document to claimant	None	5 mins	Accountant II, Financial Analyst I and II (Accounting Division)

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. <u>If complete, valid, legal, correct as to amount:</u> Compute and deduct taxes if applicable, prepare Certificate of Tax Withheld if applicable Prepare Journal Entry and affix initial in Box B	None	30 mins	Accountant II, Financial Analyst I and II (Accounting Division)
	1.5. Certify documents, ensure completeness of documents and validity of claim	None	30 mins	Chief Accountant (Accounting Division)
	1.6. Forwards DV to the Budget and Treasury Division	None	5 mins	Clerk (Accounting Division)
	1.7. Receive Document, Assigns Control Number and register in log book	None	5 mins	Receiving Clerk (Budget and Treasury Division)
	1.8. Schedule fund allocation	None	5 mins	Budget Officer (Budget and Treasury Division)
	1.9. Prepare and issue Obligation and Request Status (ORS) and attached to the DV	None	10 mins	Budget Officer (Budget and Treasury Division)
	1.10. Certifies Budget availability on ORS Box B	None	5 mins	Chief Budget Officer (Budget and Treasury Division)
	1.11. Forward documents to the Head/ Manager of the requesting department	None	15 mins	Clerk (Budget and Treasury Division)
	1.12. Signs and certify on ORS Box A	None	10 mins	Head/Manager of requesting department
	1.13. Forward documents to Agency Head/ Authorized Representative	None	15 mins	Clerk of requesting department
	1.14. Approves DV and signs on Box B	None	10 mins	Agency Head / Authorized Representative
	1.15. Forwards documents to the Budget and Treasury Division	None	5 mins	Clerk of the Agency Head / Authorized Representative
	1.16. Prepares check for signature	None	5 mins	Cashier (Budget and Treasury Division)



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.17. Signs the check	None	5 mins	Authorized Class A signatory and authorized Class B signatory
	1.18, Release the check to claimant	None	5 mins	Cashier (Budget and Treasury Division)
2. Receives check and issue Official Receipt (OR) if applicable	2.1. Requires claimant to sign on the logbook	None	5 mins	Cashier (Budget and Treasury Division)
TOTAL:		None	3 hrs, 25 minutes	



9.2.a. Application for Leave of Absence

Leave of Absence is a right granted to officials and employees not to report for work with or without pay as may be provided by law and as the rules prescribe in Rule XVI of the Omnibus Rules Implementing Book V of EO 292.

Office or Division		General Administrative Division/Human Resource & Records Section		
Classification		Simple		
Type of Transaction		GC2– Government to Citizen		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished from for Application for Leave (2 original copies)		Human Resource & Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form at the Human Resource & Records Section	1.1. Acknowledge receipt of the form	None	1 hour	Human Resource Management Assistant, Human Resource & Records Section
	1.2. Accomplish the portion on the certification of leave credits as of as of a month end period following the month (Item No. 7.a of the form) and submit to the immediate supervisor of the request for recommendation of approval or disapproval (Item No. 7.b of the form)	None	2 hours	HRMO II and Supervisor of the Requestor, Human Resource & records Section
	1.3. Forward to the Department Manager III for the final approval	None	2 hours	Department Manager III of the concerned employee
2. Receive the approved/ disapproved leave and give copy to the requestor	2.1. Once approved/ disapproved, provide one copy to the requestor	None	2 hours	HRMA, Human Resource & Records Section
	2.2. File the other copy of the form	None	1 hour	HRMA, Human Resource & Records Section
TOTAL:		None	1 day	



9.2.b. Issuance of Certificate

Issues the following certificate upon request:

- A. Certificate of Employment
- B. Certificate of No Pending Case
- C. Certificate of Leave Without Pay (LWOP)
- D. Certificate (20% discount to Government Hospital)
- E. Certificate with dependents

Office or Division		General Administrative Division/Human resource & Records Section		
Classification		Simple		
Type of Transaction		GC2– Government to Citizen		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished the request form (1 copy original)		Human Resource and Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form to the Human Resource & Records Section	1.1. Acknowledge receipt of the form	None	1 hour	Human Resource Management Assistant, Human Resource & Records Section
	1.2. Print the certificate	None	1 hour	HRMA/HRMO II, Human Resource & Records Section
	1.3. Forward the Certificate to the Section Head for initial	None	30 minutes	HRMA, Human Resource & Records Section
	1.4. Forward the certificate to AO V for initial	None	30 minutes	HRMA, Human Resource & Records Section
	1.5. Forward the Certificate for signature of the Department Manager III	None	1 hour	Clerk III, General Administrative Division
	1.6. Provide the certificate being requested	None	2 hour	HRMA/HRMO II, Human Resource & Records Section
2. Receive copy of the certification by the requestor	2. Ask the requestor to acknowledged receipt of the requested certificate	None	2 hours	HRMA/HRMO II, Human Resource & Records Section
TOTAL:		None	1 day	



9.2.c. Request for Personal Travel Authority

Travel Authority being requested by employee for personal travel outside of the Philippines

Office or Division		General Administrative Division/Human Resource & Records Section		
Classification		Simple		
Type of Transaction		G2C - Government to Citizen		
Who may avail:		SRA Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request letter (2 copies original & duplicate)		SRA Employee		
Accomplished Application Form for Leave (2 copies)		Human Resource and Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit letter request for personal travel two (2) months before the scheduled travel at the Office of the Administrator	1.1. Acknowledge receipt of letter request for personal travel	None	1 hour	Clerk/ Office of the Administrator
	1.2. Forward the approved letter to the HRRS	None	1 hour	Clerk/Office of the Administrator
2. Submit accomplished application for leave to the HRRS	2.1. Accomplish the portion on the certification of leave credits as of month end period following the month (Item No. 7.a of the form) and submit to the immediate supervisor of the request for recommendation of approval or disapproval (Item No. 7.b of the form)	None	2 hours	HRMO II and Supervisor of the Requestor
	2.2. Forward to the concerned Department Manager III for the final approval	None	1 hour	Department Manager III of the concerned employee
	2.3. Prepare routing slip/endorsement letter of the Head of Agency addressed to the Dept. of Agriculture Secretary	None	1 hour	HRMO II, Human Resource & Records Section



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit the documents to the Personnel Division, Department of Agriculture	3. Forward all the documents to the DA Personnel Division	None	10 working days	Personnel Division, Department of Agriculture
4. Received the approved Travel Authority from the Personnel Division, Department of Agriculture and give copy to the concerned employee	4. Once approved provide copy to the requestor	None	1 hour	HRMO II, Human Resource & Records Section
5. Received the approved copy of TA by the requestor	5. File the other copy to the 201 file	None	1 hour	HRMA, Human Resource & Records Section
TOTAL:		None	11 days	



9.2.d. Issuance of Service Record

Service Record is a collection of either electronic or printed materials which provides a documentary history of a person's activities and accomplishments while serving as member of the organization

Office or Division		General Administrative Division/Human Resource and Records Section		
Classification		Simple		
Type of Transaction		GC2– Government to Citizen		
Who may avail:		SRA Employee and Retired Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished the request form (1 copy original)		Human Resource and Records Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplish form to the Human Resource & Records Section	1.1. Acknowledge receipt of the form	None	1 hour	Human Resource Management Assistant, Human Resource & Records Section
	1.2. Print the Service Record	None	1 hour	HRMA/HRMO II, Human Resource & Records Section
	1.3. Forward the Service Record to the Section Head for initial	None	30 minutes	HRMA, Human Resource & Records Section
	1.4. Forward the Service Record to AO V for initial	None	30 minutes	HRMA, Human Resource & Records Section
	1.5. Forward the Service Record for signature of the Department Manager III	None	1 hour	Clerk III, General Administrative Division
	1.6. Provide Service Record being requested	None	2 hours	HRMA/HRMO II, Human Resource & Records Section
2. Receive the requested Service Record by the employee concerned	2. Ask the requestor to acknowledge receipt of the requested Service Record	None	2 hours	HRMA/HRMO II, Human Resource & Records Section
TOTAL:		None	1 day	



9.3. Request of Photocopying/Binding Services

Provides photocopying/ mimeographing and binding services

Office or Division		Administrative and Finance Department/ Records Section		
Classification		Simple		
Type of Transaction		G2C– Government to Citizen		
Who may avail:		SRA Employees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Accomplished form for the Request for Photocopying/Binding Services (original copy, duplicate copy) 1 Copy		Records Section		
Complete materials for reproduction/binding		SRA Employees		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the accomplished form together with the complete materials for reproduction/ binding to Records section	1.1. Acknowledge receipt of request	None	30 min.	Records Officer III Records Section
	1.2. Do the reproduction/ binding of the materials	None	1 hour	Reproduction Machine Operator Records Section
	1.3. Provide the reproduced/ bound materials	None	1 hour	Reproduction Machine Operator Records Section
2. Receive the material requested to Records section	2.1. Ask the requestor to acknowledge receipt of the materials (see records, record book for the acknowledge receipt)	None	30 min.	Records Officer III Records Section
TOTAL:		None	3 hours	



9.4.a. Request for the Procurement of Goods, Infrastructure and Consulting Services through Competitive Bidding

Monitors and ensures an effective and efficient procurement process pursuant to the provisions set forth in the Republic Act 9184 and its Revised IRR .

Office or Division	Bids and Awards Committee (BAC)			
Classification	Highly Technical			
Type of Transaction	G2C—Government to Citizen			
Who may avail:	Sugar Regulatory Administration Officers and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Goods - Purchase Request (PR) with technical specifications and other requirements such as: Market Research, Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP) (1 Original Copy)			End-User Unit	
For Infrastructure- Job Request (JR) with complete Scope of Work, Bill of Quantities, Plans and other requirements such as: Market Research, Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP). (1 Original Copy)			End-User Unit	
For Consulting Services - Job Request (JR) with Project Profile, Terms of Reference (TOR), Criteria for Evaluation and other requirements such as: Market Research, Project Procurement Management Plan (PPMP) and Annual Procurement Plan (APP). (1 Original copy)			End-User Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved forms (PR for Goods; JR for Infrastructure and Consulting Services) with complete attachments to the Property and Procurement Section (PPS)	1. Receive/ Acknowledge the receipt of the request.	None	15 minutes	Clerk, Property and Procurement Section (PPS)
	1.1 Property and Procurement Section (PPS) endorses the PR for Goods, Infrastructure and Consulting Services with complete attachments to the BAC for procurement through Public Bidding.	None	1 day	Head, PPS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Check, review and acknowledge the receipt of the request.	None	30 minutes	BAC - Secretariat (BAC-Sec)
	1.3 Organize and Conducts BAC, Technical Working Group (TWG) and End User meeting for the discussion of the Specifications, Scope of Work, Terms of Reference (TOR) and review of other requirements .	None	5 days	BAC and BAC-Sec
	1.4 Request for Certificate of Funding Availability	None	1 day	BAC-Sec
	1.5 Conduct pre-procurement conference	None	5 days	BAC, BAC-TWG, End-User and BAC-Sec
	1.6 Advertisement/ Posting of Invitation to Bid	None	7 days (Section 21.2.1 (a) 2016 RIRR of RA 9184)	BAC-Sec
	1.7 Conduct Pre bid Conference	None	8 days (Section 22.2 2016 RIRR of RA 9184)	BAC, BAC-TWG, End-User and BAC-Sec
	1.8 Conduct Competitive Bidding	None	13 days (Section 22.2 2016 RIRR of RA 9184)	BAC, BAC-TWG, End-User and BAC-Sec
	1.9 Conduct Post Qualification	None	45 days (Section 34.8 2016 RIRR of RA 9184)	BAC-TWG



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.10 Conduct Evaluation of Bidder with the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid	None	5 days	BAC, BAC-TWG, End-User and BAC-Sec
	1.11 Approval of Resolution/Issuance of Notice of Award	None	15 days (Section 37.1.2 2016 RIRR of RA 9184)	Head of Procuring Entity (HoPE)
	1.12 Posting of Performance Security	None	10 days (Section 37.2.1 2016 RIRR of RA 9184)	BAC-Sec
	1.13 Contract Preparation and Signing	None	30 days (Section 37.3 2016 RIRR of RA 9184)	Legal Representative and PPS
	1.14 Issuance of Notice to Proceed	None	7 days (Section 37.4 2016 RIRR of RA 9184)	BAC-Sec
2. Receive Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS) for signature of the Requesting Party/End-User and returned accomplished form to Property and Procurement Section (PPS)	2. Acknowledge receipt of the accomplished Property Acknowledgement Receipt /Inventory Custodian Slip	None	1 day	Property Custodian
	TOTAL:	None	153 days, 45 minutes	



9.4.b. Request for the Procurement of Goods, Infrastructure and Consulting Services through Alternative Methods of Procurement

Monitors and ensures an effective and efficient procurement process pursuant to the provisions of the Republic Act 9184.

Office or Division	General Administrative Division—Property and Procurement Section			
Classification	Highly Technical			
Type of Transaction	G2C—Government to Citizen			
Who may avail:	Sugar Regulatory Administration Officers and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Goods - Purchase Request (PR) with complete technical specifications and other requirements, Approved Budget for the Contract (ABC) with Market Survey attached, Approved Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP) and Delivery Period (1 Original Copy)			End-User Unit	
For Infrastructure- Job Request (JR) with complete Scope of Work, Bill of Quantities, Plans and other requirements, Approved Budget for the Contract (ABC) with Market Survey attached, Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP) and Delivery Period. (1 Original Copy)			End-User Unit	
For Consulting Services - Job Request (JR) with Project Profile, Terms of Reference (TOR), Criteria for Evaluation and other requirements, Approved Budget for the Contract (ABC) with Market Survey attached, Annual Procurement Plan (APP), Project Procurement Management Plan (PPMP) and Delivery Period. (1 Original copy)			End-User Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the approved forms (PR for Goods; JR for Infrastructure and Consulting Services) with complete attachments/ requirements to the Property and Property Section (PPS)	1.1. Receive/ Acknowledge the receipt of the request.	None	30 minutes	Clerk (Property and Procurement Section—PPS)
	1.2 *Conduct the procurement process through Alternative Methods of Procurement : (Shopping/Small Value Procurement) -Goods	None	90 days	Supply Officer III Supply Officer II Supply Officer I Buyer IV Property Custodian Head-- Property and Procurement Section PPS

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	- Infrastructure - Consulting Services	None		
	1.3 For Goods Conduct actual inspection of supplies/equipment delivered by the supplier/bidder and prepare/issue Acknowledgement Receipt of Equipment /Inventory Custodian Slip to Requesting Party/ End-User	None	1 day	Supply Officer III Supply Officer II Supply Officer I Buyer IV Property Custodian Inspection Committee <i>PPS</i>
	1.4 For Infrastructure Conduct actual inspection of infrastructure (repair/ renovation of buildings, etc.)	None	3 days	Supply Officer III Supply Officer II Supply Officer I Buyer IV Property Custodian <i>PPS</i> BAC—Technical Member End-User Representative
	1.5 For Consulting Services Provide feedback to the requesting party/ end-user on when the consultancy start.	None	3 days	Supply Officer III Supply Officer II Supply Officer I Buyer IV Head– Property and Procurement Section <i>PPS</i>
2. For Goods Receive Property Acknowledgement Receipt (PAR)/Inventory Custodian Slip (ICS) for signature of the	2.1 Acknowledge receipt of the accomplished Property Acknowledgement Receipt /Inventory Custodian Slip	None	1 day	Property Custodian <i>PPS</i>



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Requesting Party/End-User and returned accomplished form to Property and Procurement Section (PPS)				
2.1 For Infrastructure Submit the final report/inspection for the completion of the Project	2.1 Acknowledge receipt of the report	none	1 day	Supply Officer III Supply Officer II Supply Officer I Buyer IV Head-Property and Procurement Section <i>PPS</i>
2.2 For Consulting Services Submit report on the consulting services provided	2.2 Acknowledge receipt of the report	None	1 day	Supply Officer III Supply Officer II Supply Officer I Buyer IV Head-Property and Procurement Section <i>PPS</i>
TOTAL:		None	100 days, 1 hour	
*covered by Special Law (RA 9184)				