



BUDGET DIVISION PAYROLL TRANSACTION REQUEST

Availability of Service: Monday – Friday from 8:00 AM – 5:00 PM

Clientele: Employees involve in the activity

Classification: Simple

Type of Transaction: G2G-Government-to-Government

Required documents

- a.) Obligation Request and Status
- b.) Disbursement Voucher
- c.) Payroll

How to Avail of the Service:

STEP	APPLICANT/ CLIENT	ACTIVITY	DURATION OF ACTIVITY	DIVISION/ PERSON IN-CHARGE	FEES	FORM/ DOCUMENT
1	Submits Obligation Request and Status Form, Disbursement Voucher Form, and Payroll.	Receives the documents. Assigns Obligation Request and Status number and records in the corresponding logbook.	10 minutes	Budget and Cash Division	None	1. Obligation Request and Status 2.)Disbursement Vouchers
2		Forwards all the documents to the Chief, Budget and Cash Division.	2 minutes	Budget and Cash Division	None	
3		Reviews completeness of documents and post ORS in the Registry of Allotment and Obligations (RAO).	20 minutes	Budget and Cash Division	None	
4		Signs the ORS and forwards the documents to the Accounting Division.	2 minutes	Budget and Cash Division	None	
5		Records in the logbook, assign Disbursement Voucher number and forwards DV and supporting documents to the Chief, Accounting Division.	15 minutes	Accounting Division		
6		Reviews and checks the completeness and contents of supporting documents. Signs the DV if the documents are valid and correct.	30 minutes	Accounting Division	None	
		Forwards the documents to the signatories for final review and checking.	2 hours	Executive Director, Deputy Executive Director, Chief, Administrative and Financial Branch		
		Receives ORS, DV and Payroll. Prepares: a.) Advice of Checks Issued b.) Payroll Register c.) Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIIE) d.) List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)	2 hours	Budget and Cash Division		
		Submits the documents to the Land bank of the Philippines. After 24 hours salaries will be credited to the individual accounts of the employees.	30 minutes	Budget and Cash Division		
			TOTAL : 5 hours and 49 minutes			

END OF TRANSACTION

Approved :


MARLENE L. CALUBAG
 OIC - EXECUTIVE DIRECTOR