B. 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:	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 OriginalCopies, 2 Photocopy)	Accounting Unit
Purchase Orders (pre-audited)	
1. AR/ATC (1 Original Copies, 2Photocopy)	Requesting Unit
2. Other supporting documents (1 Original Copies, 2 Photocopy)	Requesting Unit
Biddings	
1. Notice of Award (1 OriginalCopies, 2 Photocopy)	BAC Secretariat
2. Signed Contract (1 OriginalCopies, 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
Cash Advances for Travels	
1. Approved Travel Order (1 OriginalCopies, 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, 2Photocopy)	
Reimbursement of Travels	
1. Approved Travel Order (1 OriginalCopies, 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/Participation/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, 2Photocopy)	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Forward tobudget	1.1. Receive the documents fromthe requesting party	None	2 minutes	ADAS
	1.2.Review, analyze	None	5 minutes	ADAS/Budget

	and verify the documents			Officer III
	1.3. Verify the availability of allotments	None	3 minutes	Budget Officer III
	1.4. Record and posting of entriesin 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 onthe 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 onthe necessity andlegality of charges to the appropriation/allotment under his/her direct supervision (Box A)	None	5 minutes	RequestingParty
	1.8. Forward to AccountingDivision	None	3 minutes	ADAS I
	Total	**None**	**30 minutes**	

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 DebitAccount Issued (RADAI)				
CLIENT STEPS	**AGENCY ACTION**	**FEES TO BE PAID**	**PROCESSING TIME**	**PERSON RESPONSIBLE**
1. Submit the required reports (RCIand RADAI)	1.1. Receive the reports	None	3 minutes	Receiving personnel
	1.2. Encode/postthe data on the BMS	None	5 minutes	Budget officer/ADAS
	Total	**None**	**8 minutes**	