

## CITIZEN'S CHARTER

**TYPE OF FRONTLINE SERVICE: Processing of Payments**

**Schedule of Availability of Service: 8:30 AM to 5:30 PM**

**Who May Avail of the Service: Suppliers, Contractors, Contractuals**

**What are the Requirements:**

**For suppliers and contractors - Delivery receipts, Invoice, Purchase Order**

**For Contractuals - Accomplished DTR**

**Duration:**

**How to Avail of the Service:**

Step	Procedure	Service Provider	Duration of Activity (Under Normal Circumstances)	Person In-Charge	Fees	Form
1	Preparation of Disbursement Voucher via FMIS	OVPD	1 hour	Garry Pascua	N/A	DV Form
2	Pre-Audit of DV and Supporting Documents	System Accounting Office	6 hours	Susan Sanchez	N/A	N/A
3	Budget Clearance	System Budget Office	3 hours	Noreen Escultura	N/A	N/A
4	Post-Audit of DV and Supporting Documents	System Accounting Office	6 hours	Susan Sanchez	N/A	N/A
5	Release of Payment	System Cash Office	3 hours	Perla Balute	N/A	N/A
<b>END OF TRANSACTION</b>						