



Finance Division Frontline Services

Type of Frontline Service	Client/Requesting Party	Documentary Requirement	Step/Procedure	Forms to Fill up	Fees	Processing Time	Office/Person Responsible
Terminal Leave Benefits Retirement Gratuity Benefits (For Payment)	<ul style="list-style-type: none"> Teacher Employees (Division/District/School) 	<ul style="list-style-type: none"> Validated documents from the Administrative Division 	<ol style="list-style-type: none"> Received documents from Administrative Division Validation of documents Prepared letter-request to DBM for the issuance of SARO after the approval of Chief Admin. Officer before RD's signature. Prepared letter-request to the SDS informing him/her that the RO already requested the payment of the retiree. Forward documents to Records Section 	None	None	20 Minutes	<ul style="list-style-type: none"> Personnel In-Charge (Budget Unit) Administrative Officer V (Budget Unit) Regional Director
Processing of Payments (Immediately after the processing of Obligation Request from the Budget Section)							
A. For Services Rendered	<ul style="list-style-type: none"> Employees Teaching and Non-teaching personnel from the field offices. 	A. Billing requests, DTRs, Accomplishments Reports per COA Circular No. 2012- 001 as amended & GPR RA 9184 as amended.	<ul style="list-style-type: none"> Receive and record billing statement 	None	None	2 - 3 Days	<ul style="list-style-type: none"> Accountant III (Accounting Unit) Chief Administrative Officer Regional Director
B. For Purchases of Goods/Services	Suppliers	B. Accomplished PR, Canvass, Abstract of Bids, PO and other pertinent documents per COA Circular No. 2012-001 as amended & GPR RA9184 as amended.	<ul style="list-style-type: none"> Supply Unit Staff forwards duly accomplished PR, canvass, Abstract of bids and PO, Invoice and other pertinent documents. 	None	None	2 - 3 Days	<ul style="list-style-type: none"> Accountant III (Accounting Unit) Chief Administrative Officer Regional Director





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DEPARTMENT OF EDUCATION
REGION IV-A CALABARZON
 Gate 2, Karangalan Village, Cainta Rizal



C. For Travels (Official within CALABARZON)	<ul style="list-style-type: none"> • Employees ROP • Teaching and Non-teaching personnel from the field offices. 	C. Accomplished Itinerary of Travel, Authority of Travel, Certificate of Appearance, Memo and Tickets	<ul style="list-style-type: none"> • Employees submit itinerary, authority to travel and other documents. 	None	None	2 - 3 Days	<ul style="list-style-type: none"> • Accountant III (Accounting Unit) • Chief Administrative Officer • Regional Director
D. For Reimbursements	<ul style="list-style-type: none"> • Employees ROP • Teaching and Non-teaching personnel from the field offices. 	D. Official receipts, trip tickets, authority to travel and other required documents (e.g. Memo, attendance, approved budget)	<ul style="list-style-type: none"> • Employees submits OR, Trip Tickets, Authority to Travel and other required documents 	None	None	2 - 3 Days	<ul style="list-style-type: none"> • Accountant III (Accounting Unit) • Chief Administrative Officer • Regional Director
Other Request from the Field Offices							
Issuance of Remittances (GSIS, Philhealth and HDMF)	<ul style="list-style-type: none"> • Employees ROP • Teaching and Non-teaching personnel from the field offices. 	<ul style="list-style-type: none"> • Payslip/ID with indicated Employee Number (in case of representative with proper authorization from the claimant). 	<ol style="list-style-type: none"> 1. Client proceed to the personnel in-charge from the Payroll Unit (Accounting) 2. Personnel in-Charge generate the remittance from the database. 3. Proceed to the Accounting Unit for signature of the Accountant III. 	None	None	10 minutes	<ul style="list-style-type: none"> • Personnel In-Charge of Database (Payroll-RPSU) Administrative Unit. • Accountant III (Accounting Unit) • Regional Director

Noted:

Marites L. Gloria

Chief Administrative Officer

