## 1. PREPARATION OF DISBURSEMENT VOUCHER – PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS, AND CONSULTANCY SERVICES (PAGHAHANDA NG DISBURSEMENT VOUCHER - PAGBILI NG MGA KAGAMITAN, PROYEKTONG PANG-IMPRASTRAKTURA, AT SERBISYONG PANG-KONSULTASYON)

The Disbursement Voucher is being prepared as part of the requirements in the payment for services rendered or goods delivered, including claims on Infrastructure, Supplies and Materials, Maintenance, Security and other related Services rendered by contractors & suppliers under Contracts, Purchase Order, et.al.

(Ang “Disbursement Voucher” ay isa sa mga dokumentong inihahanda bilang bahagi ng mahahalagang papeles na kinakailangang maipasa ng bawat “supplier” at ahensya upang makapaningil sa mga serbisyong maayos na napaglingkuran/nagampanan o mga materyales at kagamitang matagumpay na natugunan base sa uri at kalidad ng pangangailangan ng bawat opisina at departamento na nakapaloob sa mga Kontrata o “Purchase Order” na opisyal na iginawad ng pamunuang lungsod. Ilan sa mga nabanggit ay mga Proyektong Pang-imprastraktura, Materyales at makinaryang karaniwang ginagamit sa loob at labas ng mga opisina, mga proyektong naglalayong maisaayos at mapanatili ang kaligtasan at kaayusan ng mga Kagamitan, Aparato, maging ng mga gusali sa loob ng munisipalidad, mga Serbisyong Pangkalinisan, Seguridad, at iba pa.)

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| **Office or Division:**<br>(Opisina o Dibisyon:) | **ADMINISTRATIVE DIVISION** |
| **Classification:**<br>(Pag-uuri:) | Simple<br>(Simple) |
| **Type of Transaction:**<br>(Uri ng Transaksyon:) | G2G – Government to Government, G2B – Government to Business<br>(Pamahalaan sa Pamahalaan, Pamahalaan sa Negosyo) |
| **Who may avail:**<br>(Sino ang maaaring makagamit:) | Quezon City Government Offices / Departments, Suppliers, Contractors, Dealers |

| **CHECKLIST OF REQUIREMENTS**<br>(TALAAN NG MGA KINAKAILANGAN) | **WHERE TO SECURE**<br>(SAAN MAKAKAKUHA) |
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| a. For Bidding / Negotiated / Shopping<br>● Approved Acceptance and Inspection Report (1 original copy)<br>● Approved Requisition and Issue Slip<br>● Delivery & Invoice Receipts (1 original)<br>● Approved Purchase Order, and Contract, if any (1 photocopy) | Administrative Division, Fiscal Management Section (FMS) |

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| b. For Infrastructure<br>● Billing Statement / Contract / Notice to Proceed / Notice to Commence (1 photocopy)<br><br>c. For Retention<br>● Letter Request, Certificate of Acceptance (End-User) / Delivery & Invoice Receipts (1 original copy)<br>● Old Disbursement Voucher / Purchase Order / Purchase Request, Notice of Award & Notice to Proceed (1 photocopy) | |

| **CLIENT STEPS** (MGA HAKBANG NG KLIYENTE) | **AGENCY ACTIONS** (MGA PAGKILOS NG AHENSYA) | **FEES TO BE PAID** (MGA BABAYARAN) | **PROCESSING TIME** (HABA NG PROSESO) | **PERSON RESPONSIBLE** (TAGAPA-NGASIWA) |
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| 1. Complete Checklist of Requirements are submitted to the Administrative Division, Fiscal Management Section (FMS)<br><br>(Pag-sumite sa Administrative Division, Fiscal Management Section (FMS) ng mga dokumentong nakasaad sa listahan ng mga kinakailangan) | 1.1. Receives and records documents / Conducts initial evaluation of completeness of documents<br><br>(1.1 Tatanggapin at itatala ang mga dokumento / Magsasagawa ng pangunahing pagsusuri ng pagka-kumpleto ng mga dokumento) | None<br><br>(Wala) | 6 minutes<br><br>(6 minuto) | Clerical Staff Administrative Division, Fiscal Management Section (FMS) |
| | 1.2. Assigns personnel who will prepare disbursement voucher / Reviews completeness of documents / Prepares and | None<br><br>(Wala) | 1 hour<br><br>(1 oras) | Division Chief / Section Chief / Clerical Staff Administrative Division, Fiscal Management Section (FMS) |

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| | reviews final disbursement voucher<br><br>(1.2. Magtatalaga ng tauhang maghahanda ng disbursement voucher / Masusing susuriin ang mga dokumento kung ito ay kumpleto / Ihahanda at huling susuriin ang disbursement voucher) | | | |
| | 1.3. For Goods, Services, Infrastructure & Retention Forwards the disbursement voucher to the Records Management & Control Division (RMCD)<br><br>(1.3 (Dadalhin ang naihandang disbursement voucher sa Records Management & Control Division (RMCD)) | None<br><br>(Wala) | 4 minutes<br><br>(4 minuto) | Clerical Staff Administrative Division, Fiscal Management Section (FMS) |
| | 1.4. For Infrastructure & Retention Prepares endorsement letter, addressed to | None<br><br>(Wala) | 5 minutes<br><br>(5 minuto) | Clerical Staff Records Management and Control Division (RMCD) |

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| | the end-user / Release of disbursement voucher, for signature of the end-user<br><br>(1.4. Para sa Imprastraktura at Retensyon Maghahanda ng endorsement letter na nakatugon sa end-user / Ibiga y ang nagawang disbursement voucher upang mapirmahan ng end-user)<br><br>1.4.1. For Goods & Services Coordinates with the end-user / Release of disbursement voucher, for signature of the end-user<br><br>(1.4.1. Para sa Gamit at Serbisyo Makikipag-ugnayan sa end-user / Ibigay ang nagawang disbursement voucher upang maprimahan ng end-user) | None<br><br>(Wala) | 10 minutes<br><br>(10 minuto) | Clerical Staff Records Management and Control Division (RMCD) |
| | 1.5. For Goods & Services Forwards the signed disbursement voucher with the complete | None<br><br>(Wala) | 5 minutes<br><br>(5 minuto) | Clerical / Releasing Staff Records Management and Control Division (RMCD) |

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| | documents to the Officer-In-Charge, CGSD, for signature of Acceptance and Inspection Report (AIR)<br><br>(1.5. Para sa Gamit at serbisyo dadalhin ang pirmadong disbursement voucher kalakip ang kumpletong dokumento sa nangangasiwang opisyal ng CGSD para sa pirma ng Acceptance and Inspection Report (AIR)) | | | |
| | 1.6. For Goods & Services Prepares transmittal letter upon return of the signed Acceptance and Inspection Report (AIR) / Forwards disbursement voucher to the City Accounting Department<br><br>(1.6. Matapos mapirmahan ang Acceptance and Inspection Report (AIR), ipadadala na ang buo at kumpletong dokumento kasabay ang | None<br><br>(Wala) | 1 hour<br><br>(1 oras) | Clerical / Releasing Staff<br>Records Management and Control Division (RMCD) |

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| | pirmadong Disbursement Voucher sa City Accounting Department sa pamamagitan ng Transmittal Letter.) | | | |
| | **TOTAL:** | **None**<br><br>(Wala) | Infrastructure & Retention<br>**1 hour & 15 minutes**<br><br>(1 oras at 15 minuto)<br><br>Goods & Services:<br>**2 hours & 25 minutes**<br><br>(2 oras at 25 minuto) | |

**<u>Note:</u>** Processing time is applicable only to regular transactions or depending on the bulk of requests:
**<u>For Infrastructure & Retention:</u>**
<u>4-6 vouchers</u> - 3 hours & 15 minutes
<u>7 or more vouchers</u> - 5 hours & 15 minutes

**<u>For Goods & Services:</u>**
<u>4-6 vouchers</u> - 5 hours & 25 minutes
<u>7 or more vouchers</u> - 7 hours & 25 minutes

(**Paalala:** Ang kabuuang oras sa pag-proseso at paggawa ng disbursement voucher ay naangkop lamang sa regular na mga transaksyon o nagdidipende sa bulto ng natanggap na dokumento:
**Para sa Imprastraktura at Retensyon:**
4-6 vouchers - 3 oras at 15 minuto
7 at higit pang vouchers - 5 oras at 15 minuto

**<u>Para sa Gamit at Serbisyo:</u>**
<u>4-6 vouchers</u> - 5 oras at 25 minuto
<u>7 at higit pang vouchers</u> - 7 oras at 25 minuto)

For the Miscellaneous Provisions, please refer to page 144.

*(Para sa Miscellaneous Provisions, mangyaring sangguniin sa pahina 144)*