



DSWD

Department of Social Welfare and Development



BAGONG PILIPINAS

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OBLIGATION OF FINANCIAL CLAIMS

Document History

Rev. No.	DRRRF No.	Description of Change	Originator	Effectivity Date
00	DRRRF-2020-018	Initial Release	FMS	January 11, 2021
01	DRRRF-2022-322	1. Inclusion of DSWD QMS Certification Mark in Compliance with ISO 9001:2015 Standards 2. Inclusion of Total Turnaround Time	FMS	September 12, 2022
02	DRRRF-2022-	Incorporate the findings of the Internal Quality Auditors during the 2nd Semester Internal Quality Audit and enhance the procedure details.	FMS	October 24, 2022
03	DRRRF-2024-005	Description of Changes: 1. Amendment of the name from Finance and Management Service to Financial Management Service 2. Conformance to the new SOP template 3. Enhance the name of the SOP and the procedure details in the flowchart (from Budget Section Process Flow in the Obligation of Financial Claims to Obligation of Financial Claims)	FMS	16 FEB 2024

REVIEW AND APPROVAL

	PRINTED NAME	POSITION
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DISTRIBUTION LIST:

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OBLIGATION OF FINANCIAL CLAIMS

1.0 Purpose

To define the standard procedure in the obligation of financial claims in accordance to the Government Accounting Manual and other auditing rules and regulations.

2.0 Scope

This covers the receipt of financial claims from the end user up to the release of the claim to the Accounting Section.

3.0 Associated Reference

Government Accounting Manual

4.0 Definition of Terms

TERM	DEFINITION
Obligation Request and Status (ORS)	The ORS shall be used by the Requesting/ Originating Offices in the utilization of their approved budget allocations per GAARD and other budget laws/authority. It shall be maintained by fund cluster.
Budget Utilization Request and Status (BURS)	The BURS shall be used by the Requesting/ Originating Offices in the utilization of their approved budget allocations for off budgetary and custodial funds such as SAGF, Internally generated funds, Business related funds and Trust funds.
Registries of Allotments, Obligations and Disbursements (RAOD)	The Budget Division / Unit of agencies to record allotments, obligations and disbursements shall maintain the RAOD. It shall show the allotments received for the year, obligations incurred against the corresponding allotment and the actual disbursements made. The balance is extracted every time an entry is made to prevent incurrence of obligations in excess of allotment and overdraft in disbursements against obligations incurred. The RAODs shall be maintained by appropriation act, fund cluster, MFO/PAP, and allotment class.



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Data Tracking System (DTS)	The DTS is a web based information system used to track and store electronic documents. It facilitates the efficiency of retrieving information at any time and tracking the movement of documents in and out of the agency.
Supporting Documents	Includes but not limited to : Payroll, Purchase Order, Abstract Of Quotation, Request For Quotation, Purchase Request, Project Proposal, Supplemental Project Procurement Management Plan, Itinerary of Travel, Bus Tickets, Reimbursement Expense Receipts, Certification on the Use of Private Vehicle, Certificate of Appearance, Official Receipts, Pre and Post Inspection Report, Inspection and Acceptance Report.

5.0 Responsibility

Execution Unit of the Budget Division of Financial Management Service

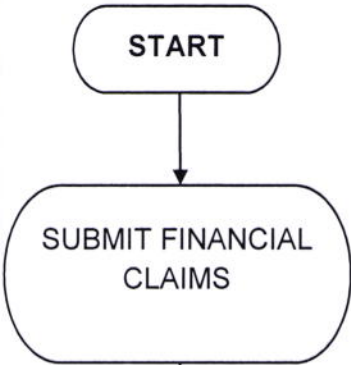
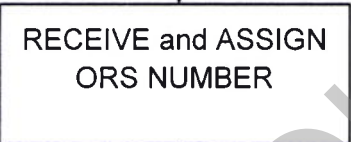
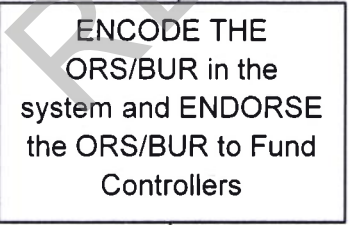
6.0 Definition and Forms

Obligation Request and Status (ORS) – The incurrence of obligations shall be made through the issuance of ORS. The ORS shall be prepared by the requesting /originating office in the utilization of their approved budget allocations per GAARD supported by valid claim documents (e.g. DV, payroll, purchase/job order, itinerary of travel, etc.) The Head of requesting/originating office shall certify in Section A of the ORS as to the necessity and legality of charges to the budget under his/her supervision and validity and propriety and legality of SDs. The Head of the Budget Division shall certify to the availability of allotment and such is duly obligated by signing in Section B of the ORS.

Budget Utilization Request and Status (BURS) – The incurrence of budget utilization shall be made through the issuance of BURS. The BURS shall be prepared by the requesting/originating office in the utilization of their approved budget allocations for off budgetary and custodial funds supported by valid claim documents (e.g. DV, payroll, purchase/job order, etc.) The Head of requesting/originating office shall certify in Section A of the BURS as to the necessity and legality of charges to the budget under his/her supervision and validity and propriety of SDs. The Head of the Budget Division shall certify to the availability of budget and its utilization in accordance with its purpose by signing in Section B of the BURS.

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7.0 Procedure

FLOWCHART	PROCEDURE DETAILS	RESPONSIBLE PERSON	INTERFACE DOCUMENT	TURN AROUND TIME
 <pre> graph TD START([START]) --> SUBMIT([SUBMIT FINANCIAL CLAIMS]) </pre>	<p>STEP 1. The requesting office shall submit ORS/BURS together with the supporting documentary requirements to the Budget Division (BD).</p> <p>(Note: The documentary requirements for common government transactions depend on the nature of expenses to be paid thru the different modes of disbursements i.e. cash, checks, advise to debit the account, etc.)</p>	Offices/Bureaus/Services (OBS)	<p>ORS/BURS, Supporting documentary requirements</p> <p>(Ex. Travel Reimbursement-SO, Authority to Travel, Itinerary of Travel, RER, DV, CTC, Bus ticket/Plane ticket, Justification, Cert of Appearance)</p>	
 <pre> graph TD SUBMIT --> RECEIVE[RECEIVE and ASSIGN ORS NUMBER] </pre>	<p>STEP 2. The Incoming BD staff shall receive the submitted ORS/BURS.</p> <p>2.1 The Incoming BD staff shall assign ORS number based on the control logbook/series number in the MS Excel.</p>	Incoming BD staff (AA II, III, AAide IV)	ORS/BURS Logbook, MS Excel	10 mins.
 <pre> graph TD RECEIVE --> ENCODE[ENCODE THE ORS/BUR in the system and ENDORSE the ORS/BUR to Fund Controllers] </pre>	<p>STEP 3. The Incoming BD staff shall encode the ORS/BURS in the MS Excel.</p> <p>3.1 The incoming BD staff shall endorse the ORS/BUR together with the supporting documents to Fund Controllers based on their designated PAPs/funds.</p>	Incoming BD staff (AA II, III, AAide IV)	MS Excel	15 mins.



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<pre> graph TD A[PROCESS the ORS/BUR] --> B{COMPLETE/ CORRECT?} B -- NO --> C[NO-return the docs with note] C --> B B -- YES --> D[] style D fill:none,stroke:none </pre>	<p>STEP 4. The Fund Controller shall process the ORS/BUR.</p> <p>4.1 The Fund Controller shall check if the supporting documents submitted are complete, correct and consistent with the data inputted in the ORS.</p> <p>4.1.1 If incomplete, the Fund Controller shall return the documents to the requesting office for compliance.</p> <p>4.1.2 If complete, proceed to the next step.</p>	<p>Fund Controller (AAide VI, AA II, AA III, AO II)</p>	<p>ORS/BUR, Supporting documents</p>	<p>10 mins.</p>
<pre> graph TD A[CHECK the AVAILABILITY OF ALLOTMENT] --> B{AVAILABLE?} B -- NO --> C[NO-return the docs with note] C --> B B -- YES --> D[] style D fill:none,stroke:none </pre>	<p>STEP 5. Check the availability of Allotment.</p> <p>5.1 The Fund Controller shall classify the claims based on the corresponding classification of expenditure and expense class and check the availability of allotment in the RAOD.</p> <p>5.1.1 If NOT available, the Fund Controller shall return the documents to the requesting office for information.</p> <p>5.1.2 If available, proceed to the next step.</p>	<p>Fund Controller (AAide VI, AA II, AA III, AO II)</p>	<p>ORS/BUR, DV supporting documents</p>	<p>5 mins.</p>



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<p>ACCOMPLISH OBLIGATION portion of RAOD and BOX B of the ORS</p>	<p>STEP 6. The Fund Controller shall:</p> <p>i. Encode the amount obligated on the ORS in the Obligation column of the RAOD.</p> <p>ii. Accomplish the Box B on the ORS.</p>	<p>Fund Controller (AAide VI, AA II, AA III, AO II)</p>	<p>ORS/BURS, DV supporting documents</p>	<p>5 mins.</p>
<p>FORWARD the ORS to the AO V/Unit Head/OIC/Chief of the BD for signature</p>	<p>STEP 7. The Fund Controller shall forward the ORS and supporting documents to the AO V/Unit Head/OIC/Chief of the BD for CAF.</p>	<p>Fund Controller (AAide VI, AA II, AA III, AO II)</p>	<p>ORS/BURS, DV supporting documents</p>	<p>5 mins.</p>
<p>VERIFY, REVIEW AND SIGN the ORS</p>	<p>STEP 8. Verify, review and sign the ORS.</p> <p>8.1 The AO V/Unit Head/OIC/Chief of the BD shall verify and review the correctness of charging on the ORS.</p> <p>8.1.1 If incorrect, return the ORS to the requesting office for compliance.</p> <p>8.1.2 If correct, the AO V/Unit Head/OIC/Chief of the BD shall sign the certification in Section B of the ORS and forward to Outgoing BD staff for endorsement to Accounting Division/End user.</p>	<p>AO V/Unit Head/OIC/Chief of the BD</p>	<p>ORS/BURS, DV supporting documents</p>	<p>10 mins.</p>



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<p>ENDORSE the signed ORS and supporting documents to Accounting Division</p>	<p>STEP 9. The Outgoing BD staff shall:</p>	<p>Outgoing BD staff (AA II, III, AAide IV)</p>	<p>ORS/BURS DV supporting documents</p>	<p>10 mins.</p>
<p>END</p>	<p>i. Record the ORS in the MS Excel and forward the ORS and supporting documents to the Accounting Division/End User.</p> <p>ii. Retain a duplicate copy of the ORS for maintenance/monitoring of obligation.</p>			
			<p>Total Turnaround Time:</p>	<p>70 minutes</p>

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