



REGIONAL OFFICE Internal Services



**OFFICE OF THE REGIONAL DIRECTOR –
Financial and Administrative Division (FAD)
Internal Services**



SERVICE NAME:	1. Issuance of Certificate of Remittances			
The Certificate of Remittances is issued to officials and employees providing information as to the status of remittances of their premiums, contributions and payment of loans to GSIS, HDMF and PHIC.				
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NTC Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly accomplished Request for Certification Form			FAD	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit request form	1. Receive request form	None	30 Minutes	Admin. Aide IV/ Admin. Aide VI/ Admin. Asst. II
Processing Stage				
	2. Prepare the Certificate based on records of remittances 2.1 Review prepared Certificate 2.2 Approve the Certificate	None	2 Days and 7 Hours	Admin. Aide VI/ Admin. Asst. II/ Admin. Asst. III Accountant II Chief Admin. Officer
2. Receive the Certificate	3. Issue the Certificate		1 Hour	Admin. Aide IV/ Admin. Aide VI/ Admin. Asst. II
	TOTAL		3 Days	



SERVICE NAME:		2. Issuance of Obligation Request and Status (ORS) for Utilization of Approved Budget Allocation		
The Obligation Request and Status (ORS) is used by the requesting/originating units/offices in the utilization of approved budget allocations.				
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NTC Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Obligation Request and Status (ORS) Form			For Maintenance and Other Operating Expenses – General Services Unit For Personal Services Expenses – Human Resources Unit For Traveling Expenses – NTC Officials and Employees	
2. Complete and correct supporting documents based on existing budgeting, accounting and auditing rules and regulations and other laws and issuances. <i>Notes:</i> 1. <i>The Box A of ORS form should be duly signed by the requesting unit.</i> 2. <i>The requesting unit should attach the DV form with Box A duly signed by the requesting unit.</i>				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit ORS and supporting documents 1.1 Receive the request and the NOD	1. Screen request for preliminary assessment 1.1 <i>If incomplete,</i> return the ORS with supporting documents and issue Notice of Deficiency (NOD)	None	1 Hour	Admin. Aide VI/ Admin. Asst. II/ Admin. Asst. III
	1.2. <i>If complete,</i> acknowledge receipt of request in the logbook			



Processing Stage				
	<p>2. Indicate serial number on the ORS and records the same in registry</p> <p>2.1 Certify that allotment is available and obligated for the purpose/adjustment necessary as indicated and record the same in registry</p>	None	2 Days and 7 Hours	Admin. Aide VI/ Admin. Asst. II/ Admin. Asst. III Chief Admin. Officer
	3. Issue the certified ORS with the complete and correct supporting documents to the Accounting Unit	None	1 Hour	Admin. Aide VI/ Admin. Asst. II/ Admin. Asst. III
	TOTAL		3 Days	



SERVICE NAME:		3. Issuance of Disbursement Voucher (DV) for Payment of Obligations		
The Disbursement Voucher (DV) is used to pay an obligation to employees and creditors for services rendered and goods purchased.				
Office or Division:		Financial and Administrative Division (FAD), Office of the Regional Director (ORD)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		NTC Officials and Employees		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Obligation Request Status Form and complete and correct supporting documents <i>Note: Boxes A and B should be duly signed.</i>			Budgeting Unit	
2. Disbursement Voucher (DV) Form <i>Note: Box A should be duly signed by the requesting unit.</i>				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit ORS, DV and supporting documents 1.1 Receive the request and the NOD	1. Receive request from Budgeting Unit 1.1 Check request for completeness and correctness of supporting documents and amount claimed <i>If supporting documents are not complete, or the amount claimed is not proper, return the request to the Requesting Unit and issues Notice of Deficiency (NOD)</i>	None	1 Hour	Admin. Aide VI/ Admin. Asst. II/ Accountant II
Processing Stage				
	2. Indicate serial number on the DV Form and record the same in registry	None	2 Days and 7 Hours	Accountant II



	<p>2.1 <i>If applicable</i>, compute appropriate withholding tax</p> <p>2.2 Indicate accounting entries in Box B</p> <p>2.3 Certify in Box C the following:</p> <ul style="list-style-type: none"> a. Cash available b. Subject to Authority to Debit Account (when applicable) c. Supporting documents complete and amount claimed proper <p>2.4 Conduct pre-audit of DV</p> <p>2.5 Record payment in the Index of Payments (IoP)</p> <p>2.6 Approve/ disapprove payment of claim, subject to signing/ countersigning authority</p>			Director II
	3. Issue the approved DV to Cash Unit	None	1 Hour	Accountant II
	TOTAL		3 Days	



SERVICE NAME:	4. Handling of Request for Payment of Claims through Modified Disbursement Systems (MDS) Check or List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)
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The **Modified Disbursement System (MDS) Check** is issued to pay the creditors/payees chargeable against the account of the Treasurer of the Philippines maintained with a MDS Government Servicing Bank (MDS-GSB) and covered by Notice of Cash Allocation (NCA).

The **List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)** is issued to the MDS-GSB reflecting the names of creditors/payees to be paid and the corresponding amounts of the unpaid claims, and authorizing the debit of specified amount from the available NCA balance.

Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	Accounting Unit, FAD

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly approved Disbursement Voucher (DV)	Accounting Unit
2. Duly certified Obligation Request Status (ORS)	
3. Complete and correct supporting documents	

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
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Pre – Assessment Stage				
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1. Submit requirements	1. Receive complete and correct requirements from Accounting Unit	None	1 Hour	Admin. Aide III/ Admin. Aide VI
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Processing Stage				
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	2. If creditor/payee has no existing LBP account a. Prepare and sign MDS Check and ACIC b. Countersign the MDS Check and approves ACIC 2.1 If creditor/ payee has existing LBP account	None	2 Days and 7 Hours	Admin. Aide III/ Admin. Aide VI Director II
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	<p>a. Prepare the following:</p> <ul style="list-style-type: none"> i. LDDAP-ADA ii. ACIC iii. FinDES/BillerDES iv. SLIAE <p>b. Certify that the LDDAP is prepared in accordance with existing rules and regulations.</p> <p>c. Approve the following:</p> <ul style="list-style-type: none"> i. LDDAP-ADA <ul style="list-style-type: none"> - LDDAP - ADA ii. ACIC iii. FinDES/BillerDES iv. SLIAE <p>d. Certify the ADA</p> <p>e. Approve the ADA</p>			<p>Admin. Aide III/ Admin. Aide VI</p> <p>Accountant II</p> <p>Director II</p> <p>Admin. Aide III / Admin. Aide VI</p> <p>Director II</p>
2. Receive information that payment is forwarded to the Servicing Bank	3. Inform client that payment is forwarded to the Servicing Bank	None	1 Hour	Admin. Aide III / Admin. Aide VI
TOTAL			3 Days	

Notes: 1. **ACIC** refers to Advice of Checks Issued and Cancelled.

2. **FinDES** refers to Financial Data Entry System for payroll account.

3. **BillerDES** refers to Biller Data Entry System for other creditors.

4. **SLIAE*** refers to Summary of LDDAP-ADA issued and Invalidated ADA Entries.



SERVICE NAME:	5. Handling of Request for the Issuance of Accountable Forms, Common-Use Supplies, Materials and Equipment			
The accountable forms, common-use supplies, materials, and equipment are issued for the daily operational activities of the requesting office.				
<i>Note: The forms, supplies, materials and equipment included in this procedure covers only those which are readily available in stock and inventory.</i>				
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Office of the Regional Director (ORD)/Divisions/Units			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Requisition and Issue Slip (RIS) [three (3) copies]			Requesting Unit	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit Requisition and Issue Slip (RIS) 1.1 Receive the RIS with information of deficiencies	1. Screen the RIS for completeness of entries 1.1 <i>If incomplete, return RIS</i>	None	1 hour	Admin. Aide IV/ Admin. Asst. III
Processing Stage				
2.1 Receive the RIS with	2. Verify inclusion of the requested items in the Requesting Unit's Project Procurement Management Plan (PPMP) 2.1 <i>If not included, return the RIS with notation that the</i>	None	2 Days	Admin. Aide IV/ Admin. Asst. III



<p>corresponding notation.</p>	<p>PPMP should be revised to authorize procurement of the items</p> <p>2.2 Check availability of the requested items in inventory</p> <p>a. <i>If not available</i>, returns request to Requesting Unit</p> <p>b. <i>If available</i>, approves RIS</p> <p>2.3 Prepare the requested items for release</p>			<p>Chief Admin. Officer</p> <p>Admin. Aide II/ Admin. Aide VI/ Admin. Asst. III</p>
<p>3.1 Receive the Requested items</p> <p>3.2 Fill-out the RIS and IRAF or ICS/ PAR)</p> <p>3.3 Return duly Accomplished form to Supply Officer</p>	<p>3. Release the requested items and issue to end-user's copy of RIS</p> <p>a. IRAF, or</p> <p>b. ICS/ PAR.</p>	<p>None</p>	<p>1 Day</p>	<p>Admin. Aide II/ Admin. Aide VI/ Admin. Asst. II/ Admin. Asst. III</p>
	<p>TOTAL</p>		<p>3 Days</p>	

Notes:

1. **IRAF** refers to Invoice Receipt for Accountable Forms
2. **ICS** refers to Inventory Custodian Slip for semi-expendable equipment.
3. **PAR** refers to Property Acknowledgment Receipt for equipment.



SERVICE NAME:	6. Handling of Request for Application for Leave	
The Application for Leave is issued to officials and employees providing authority not to report for work with or without pay as may be provided by law and in accordance with the Omnibus Rules on Leave.		
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government	
Who may avail:	NTC Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Application for Leave (CSC Form No. 6, Revised 2020) in three (3) original copies		Human Resource Unit, FAD, ORD
2. Supporting Requirements, as applicable		Requesting Unit
Checklist of Supporting Requirements:		
Vacation Leave		
A. Thirty (30) days and above		
1. Duly approved Clearance from Money, Property and Work-Related Accountabilities		
B. <i>If travel outside the Philippines</i>		
1. Endorsement by immediate supervisor allowing the employee's leave of absence		
2. Letter request for issuance of Travel Authority stating details of travel		
3. Approved Clearance from Money, Property and Work-Related Accountabilities (<i>if five (5) days and above</i>)		
<i>Note: Application shall be filed five (5) days in advance, whenever possible, of the effective date of such leave.</i>		
Sick Leave		
A. Exceeding five (5) days or filed in advance		
1. Medical Certificate (Medical Abstract) of the employee or any member of the family		
2. Affidavit, <i>in case medical consultation was not availed.</i>		
Special Privilege Leave (3 days)		
<i>If travel outside the Philippines</i>		
1. Endorsement by immediate supervisor allowing the employee's leave of absence		
2. Letter request for issuance of Travel Authority stating details of travel		
3. Approved Clearance from Money, Property and Work-Related Accountabilities		
<i>Note: It shall be filed/approved for at least one(1) week prior to availment, except on emergency cases.</i>		
Mandatory/Forced Leave (5 days)		
1. Approved Schedule of Mandatory Leave		



<p>Expanded Maternity Leave under R.A. 11210 (105 days and additional 5 days for solo parent)</p> <ol style="list-style-type: none"> 1. Proof of pregnancy e.g. ultrasound, doctor's certificate on the expected date of delivery 2. Accomplished Notice of Allocation of Maternity Leave Credits (CS Form No. 6a), <i>if needed</i> 3. Duly approved Clearance from Money, Property and Work-Related Accountabilities
<p>Solo Parent Leave under R.A. 8972 (7 days)</p> <ol style="list-style-type: none"> 1. Solo Parent Identification Card (Valid)
<p>Paternity Leave under R.A. 8187 (7 days)</p> <ol style="list-style-type: none"> 1. Certificate of Live Birth of the child or medical certificate from the hospital, in case of miscarriage 2. Marriage Contract
<p>Special Emergency (Calamity) Leave under CSC MC02 s. 2012 (maximum of five (5) days, straight working days or staggered basis within thirty (30) days from the actual occurrence of the natural calamity/disaster.)</p> <ol style="list-style-type: none"> 1. Calamity declaration by authorized government entity 2. Barangay Certification of calamity-stricken area 3. Picture of damaged property
<p>Special Leave Benefits under R.A. 9710 (For women who will undergo gynecological treatment – maximum of 2 months)</p> <ol style="list-style-type: none"> 1. Medical Certificate stating the nature of the illness and the course of treatment and Medical Abstract 2. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)
<p>Violence Against Women and their Children (VAWC) Leave under R.A. 9262 (maximum of 10 Days)</p> <ol style="list-style-type: none"> 1. Proof / Certification of pending case relative to VAWC issued by Barangay Chairman or Barangay Kagawad or Prosecutor of the Clerk of Court
<p>Rehabilitation Leave (job related injuries or accidents sustained in going to or from the office at usual route – maximum of 6 months)</p> <ol style="list-style-type: none"> 1. Letter request signed by the employee or in case the employee is unable to write, his/her immediate family 2. Police Report (if any) 3. Medical Certificate stating the nature of the injury and the course of treatment and Medical Abstract 4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)
<p>Monetization of Leave Benefits (Only for medical, education, rehabilitation/repair of family home, and other emergency financial obligations)</p> <ol style="list-style-type: none"> 1. Letter request stating purpose of monetization if 50% or more of the accumulated leave credits 2. Proof of purpose
<p>Study Leave (maximum of 6 months)</p> <ol style="list-style-type: none"> 1. Letter of Intent



2. Proof of enrolment 3. Service Undertaking 4. Duly approved Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more)				
Terminal Leave 1. Letter Request 2. Clearance from Money, Property and Work-Related Accountabilities (if thirty (30) days or more) 3. Clearance from Ombudsman or Declaration of Pendency/Non-Pendency of Case 4. SALN as of the date of retirement/resignation 5. Clearance or Approval from GSIS				
Adoption Leave 1. Authenticated copy of the Pre-Adoptive Placement Authority issued by the Department of Social Welfare and Development (DSWD)				
Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit <i>Application for Leave Form</i> and supporting requirements	1. Screen and review application as to completeness of supporting requirements	None	1 Hour	Admin. Aide IV / Admin. Asst. II
Processing Stage				
	2. Certify leave credits and indicates leave balances 2.1 Recommend approval or provides reason for disapproval 2.2 Approve or provides reason for disapproval	None	2 Days and 7 Hours	Admin. Aide IV / Admin. Asst. II / Admin. Asst. III Chief Admin. Officer Director II / Commissioner
3. Receive the approved (disapproved) Application for Leave	3. Provide a copy of approved/ disapproved application	None	1 Hour	Admin. Asst. II / Admin. Asst. III
TOTAL			3 Days	



SERVICE NAME:	7. Issuance of Clearance from Work-Related, Money and Property Accountabilities	
<p>The Clearance from Work-Related, Money and Property Accountabilities is issued to officials and employees pursuant to CSC Memorandum Circular No. 24, s. of 2017 or the <i>2017 Omnibus Rules on Appointments and Other Human Resource Actions</i>, to certify that the official or employee is free from accountabilities and has no pending case under any of the following circumstances:</p> <ol style="list-style-type: none"> 1. Payment of terminal and other retirement benefits 2. Transfer to other regional offices (RO) or other government agencies 3. Promotion and reemployment 4. Retirement and resignation 5. Leave applications for: <ol style="list-style-type: none"> a. If Vacation Leave is Outside the Philippines, <ul style="list-style-type: none"> Less than 30 calendar days, clearance from RO More than 30 calendar days, clearance from RO and CO b. Sick Leave (more than 30 calendar days) c. Magna Carta for Women (more than 30 calendar days) d. Expanded Maternity Leave e. Rehabilitation Leave (more than 30 calendar days) f. Study Leave g. Special Privilege Leave (3 days) 		
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)	
Classification:	Complex	
Type of Transaction:	G2G – Government to Government	
Who may avail:	NTC Officials and Employees	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Request Form		Human Resource Unit
2. Duly accomplished <i>Application for Clearance Form, CSC Form No. 7 s. 2017</i> , (4 copies)		
<p><i>Note: For employees assigned in the Regional Office, Clearance Form approved by the Regional Director</i></p>		



Client Steps	Agency Actions	Fees to be Paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit Request Form and application for Clearance Form	1. Screen request as to correctness of units/ signatories authorized to issue clearances	None	1 Hour	Admin. Aide III/ Admin. Aide IV
Processing Stage				
	2. Indicate status of accountabilities from the following units: a. Work-related b. Supply and Property c. Human Resource d. EMPLU e. Finance f. Payroll and remittance g. Legal affairs <i>If employee has no accountability, ticks the box under the "Cleared" column. Otherwise, ticks the box under the "Not cleared" column and attaches the document/s that employee has remaining obligation or accountability.</i>	None	2 Days and 7 Hours	a. Immediate Supervisor b. Admin. Asst. III c. Admin. Asst. II d. EMPLU Rep e. Accountant II f. Admin. Asst. II g. Attorney III
2.1 Receive a copy of the document	2.1 Review clearances from units. <i>If not cleared</i> , provides the employee a copy of the uncleared accountability 2.2 Approve Clearance			Chief Admin. Officer Director II
3. Receive the Clearance	3. Release the approved Clearance	None	1 Hour	Admin. Asst. II/ Admin. Asst. III
	TOTAL		3 Days*	

*per clearing unit



SERVICE NAME:	8. Handling of Request for Certification of A. Service Record B. Employment and Compensation C. Leave Balances D. No Pending Administrative Case	
<p>The Certificate of Service Record is issued to officials and employees providing complete employment records pursuant to Executive Order No. 54 dated 10 August 1954 and GSIS Circular No. 58 dated 10 August 1954.</p> <p>The Certificate of Employment and Compensation is issued to officials and employees providing employment status, salaries, benefits and other remunerations.</p> <p>The Certificate of Leave Balances is issued to officials and employees certifying the accumulated leave balances.</p> <p>The Certificate of No Pending Administrative Case is issued to attest that an employee has no disciplinary complaint filed and docketed before the Commission for violation of civil service rules and regulations.</p>		
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)	
Classification:	Simple	
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen	
Who may avail:	NTC In-Service, Separated from Service, Resigned, Transferred or Retired Officials and Employees, Other Government Office	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly accomplished Request Form		Applicant



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit request form	1. Receives request	None	30 Minutes	Admin. Aide IV/ Admin. Asst. II
Processing Stage				
	2. Prepare the Certificate based on Employee 201 File and HR Documents 2.1 Review the Certificate 2.2 Approve the Certificate	None	2 Days and 7 Hours	Admin. Aide IV Chief Admin. Officer Director II
3. Receive the Certificate	3. Release the Certificate	None	1 Hour	Admin. Asst. II/ Admin. Asst. III
	TOTAL		3 Days	



SERVICE NAME:		9. Handling of Request for Verification of Records		
The Verification of Records is provided to support the licensing units' capability to check the existence of the record on file, correctness and authenticity of the details including but not limited to certificates, permits, licenses and result of rating.				
Office or Division:		Financial and Administrative Division (FAD), Office of the Regional Director (ORD)		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Enforcement and Operations Divisions, Central Records Unit		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
A. Verification of Records				
1. Notice of Request for Verification			Delivery Unit	
2. Copy of certificate, permit, or license for Verification			Delivery Unit	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submit Request through electronic mail, facsimile of the record to be verified	1. Screen request for verification	None	30 minutes	Admin. Aide IV/ Admin. Aide VI
Processing Stage				
	2. Check availability and authenticity of the requested document with the records on file. <i>Otherwise</i> , forward the request to the concerned Regional Office/Central Records Unit		2 Days and 7 Hours	Admin. Aide IV/ Admin. Aide VI



	<p>2.1 Provide the necessary verification details on record and indicate and stamp the applicable remarks:</p> <p>a. Available, true, and correct; <i>or</i> b. Available but not true and correct; <i>or</i> c. No file available</p> <p>2.2 Review/ approve verification of the record.</p>			Admin. Asst. III
2. Receive verified record	3. Forward the verified record to the Delivery Unit		1 Hour	Admin. Aide IV/ Admin. Aide VI
	TOTAL		3 Days	