



REPUBLIC OF THE PHILIPPINES
MINISTRY OF PUBLIC WORKS AND HIGHWAYS
MANILA

12 October 1984

MINISTRY ORDER)

NO. **44**)
Series of 1984)

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SUBJECT: PROGRESS BILLING PROCESSING
SIMPLIFIED PROCEDURES

In line with the continuing effort of this Ministry to further improve its operations and in pursuance of the pertinent provisions of Ministry Order No. 40, 1982 series, which provides for the adoption of the "Operation Streamline" in this Office, the following simplified procedures relative to processing of progress billing is hereby prescribed to be observed:

1.0 Billing Review

1.1 Project Field Office

- 1.1.1 Receives and records request for payment/billing together with all supporting documents.
- 1.1.2 Review and checks correctness of the Statement of Work Accomplished (SWA), billing and supporting documents, including, if applicable, Clearance Certificate and Bill of Obligation(s) from office concerned.
- 1.1.3 Recommends approval of the request for payment (billing). 3-4 days.

2.0 Disbursement Voucher (DV) Preparation

2.1 Central Project Office/Bureau

- 2.1.1 Prepares Disbursement Voucher (DV)
- 2.1.2 Reviews and recommends approval of the request for payment/billing and of the Disbursement Voucher. 1-2 days

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3.0 Billing Processing

3.1 Accounting Division

- 3.1.1 Assigns DV number
- 3.1.2 Reviews Supporting Documents and the financial aspect of the claim/billing
- 3.1.3 Accomplishes accounting entries in the DV.
- 3.1.4 Certifies availability of funds and correctness of accounting entries.

3.2 Comptrollership Service

- 3.2.1 Reviews and initials DV. 1-2 days

4.0 TW/TCAA Preparation/Signing/Countersigning

4.1 Cash Division

- 4.1.1 Draws Treasury Warrant/Treasury Checking Account for Agency (TW/TCAA).
- 4.1.2 Prepares Check Stub and forwards to Accountant.

4.2 Financial and Management Service

- 4.2.1 Reviews, initials/signs TW/TCAA. 1-2 days

5.0 SWA and DV Approval; TW/TCAA Signing/Countersigning

5.1 Deputy Minister Concerned

- 5.1.1 Reviews/approves SWA, DV and signs/countersigns TW/TCAA.

5.2 Either of the two other Deputy Minister (DM)

- 5.2.1 Countersigns TW/TCAA

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5.3 Minister

5.3.1 Approves SWA and DV

5.3.2 Countersigns TW/TCAA

1-2 days

6.0 Payment Releasing

6.1 Cash Division

6.1.1 Releases payment to contractor; and forwards copy of DV and supporting documents to Accounting Division.

As a supplementary measures to effect immediate releases of payments to contractors/claimants, the chief cashier should post daily a list of TCAA/TW pending in the office for information of all concerned.

For purposes of effective monitoring of the progress/development of the said procedures, "Progress Billing Routing Slip" herein attached as Annex "A", is hereby prescribed to be attached to all progress billings and must be filled-up by chief/head of each concerned organizational unit. Said routing slip should be compiled by the Cashier and to be submitted monthly to the Technical Working Group (TWG) of the Operation Streamline for evaluation and analysis.

The Technical Working Group (TWG) is hereby authorized to conduct an ocular survey/inspection relative to the development of the undertaking in office(s) wherein possible setback of the new system may occur.

To ensure the success of its implementation, all offices are hereby directed to observe strictly the herein formulated/developed procedural modification. Appropriate disciplinary measures shall be taken against those who will fail to comply with this order.

All orders, circulars and/or memoranda which are inconsistent herewith are hereby modified, amended or revoked accordingly.

This order shall take effect immediately.



JESUS S. HIPOLITO
Minister

FORM NO.	Republic of the Philippines MINISTRY OF PUBLIC WORKS AND HIGHWAYS Bonifacio Drive, Port Area, Manila				PROGRESS BILLING ROUTING SLIP			
STEPS/OFFICES		IN		OUT		REMARKS		
		DATE	TIME	DATE	TIME			
1. BILLING REVIEW:								
Proj./Procurement Official								
Approval Recommending Official								
2. DISBURSEMENT VOUCHER (DV) PREPARATION:								
Proj./Procurement Office/Bureau								
Approval Recommending Official								
3. BILLING PROCESSING:								
Claims Processing & Doc. Section								
Bookkeeping Unit/Section								
Assistant Chief Accountant								
Chief Accountant								
Service Chief-Comptrollership								
Asst. Minister-Comptrollership								
4. TW-TCAA PREPARATION/SIGNING/COUNTERSIGNING:								
Cash Division/Office								
Service Chief - F.M.S.								
Asst. Minister - Finance & Mgt.								
5. SWA AND DV REVIEW/APPROVAL; TW-TCAA SIGNING/COUNTERSIGNING:								
Deputy Minister - PAF								
Deputy Minister - CQC								
Deputy Minister - MED								
Minister								
6. PAYMENT RELEASING:								
Cash Division/Office								
Payee								
NATURE OF PAYMENT:		AMOUNT:			PAYEE'S NAME & SIGNATURE: _____ _____			