Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila

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DEPARTMENT ORDER)
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No. _____ 61 _____)
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Series of 2011 , *11.18.11*)
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SUBJECT: **Supplemental Guidelines in the Processing of Disbursements**

In line with the implementation of the Electronic New Government Accounting System (e-NGAS) and the Electronic Budget System (e-Budget) of the Commission on Audit (COA), and consistent with existing Revenue Regulations of the BIR, all offices are hereby directed to ensure that all items in the Disbursement Voucher (DV) form be duly filled up before it is processed in the Accounting Division/Section/Unit for payment. Such information needed includes but is not limited to:

      a. Tax Identification Number (TIN) of the Payee;
      b. Project ID/No. (taken from the Project Monitoring System); and
      c. Employee Number (if payee is an employee of the department).

All Disbursement Vouchers with incomplete data shall be returned accordingly to the originating office/unit and shall only be processed in the Accounting Division/Section/Unit upon compliance of the data/information required.

The Tax Identification Number shall always be utilized in the e-NGAS System Creditor File. The Project ID from the Project Monitoring System shall always be utilized as the Project Number in the e-NGAS Construction in Progress (CIP) Subsidiary Ledger. All Disbursements shall always be recorded in the proper Subsidiary Ledger in e-NGAS. The Document Tracking System (DoTS) should be used for Disbursement Voucher processing in accordance with Department policy.

Any violation of this policy shall subject the erring employee or official to immediate sanctions that shall include relief, suspension and/or dismissal in accordance with the Civil Service rules and regulations and other pertinent laws and regulations.

This Order shall take effect immediately and supersedes all previous Department Orders and other issuances or any provision thereof that inconsistent herewith.

ROGELIO L. SINGSON
Secretary

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