



REC'D. 446. 2. 1988
30-4
097.13 DPWH
8-2-88

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
MANILA

21 July 1988

DEPARTMENT ORDER)

NO. **54** *me 8/2*
SERIES OF 1988
X-X-X-X-X-X-X-X-)

SUBJECT: PAYMENT TO SUPPLIERS REVISED
PROCESSING PROCEDURES

Consistent with Administrative Order No. 38 dated September 30, 1987 of the President which established and adopted the GOVERNMENT PRODUCTIVITY IMPROVEMENT PROGRAM (GPIP) as a priority undertaking of the government, to enhance overall productivity and to coordinate and/or integrate the programs, projects and activities of the government in this endeavor with those of the private sector, the revised processing procedures of payment to suppliers, herein attached as Annexes "A" and "B", which is one of the priorities to be included in the DPWH EXPRESS LANE PROJECT, is hereby prescribed to be strictly observed.

Henceforth, processing of payments to suppliers from preparation of vouchers to release of checks amounting to P500,000.00 and below shall be completed in one (1) day. Processing of payments to suppliers involving amounts over P500,000 shall be computed in two (2) days.

As a supplementary measure to effect immediate processing of payments to suppliers, the Chiefs of Procurement and Accounting Offices are required to furnish every claimant a copy of the list required supporting documents, hereto attached as Annex "C", for their information and guidance. All concerned cashiers are hereby likewise required to post a list of payment(s) pending in their office to facilitate its early release.

To ensure the smooth implementation of the subject revised processing procedures, all officials and employees concerned are hereby ordered to observe it strictly. Appropriate disciplinary measures shall be taken against those who will fail to comply with the intent of 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.

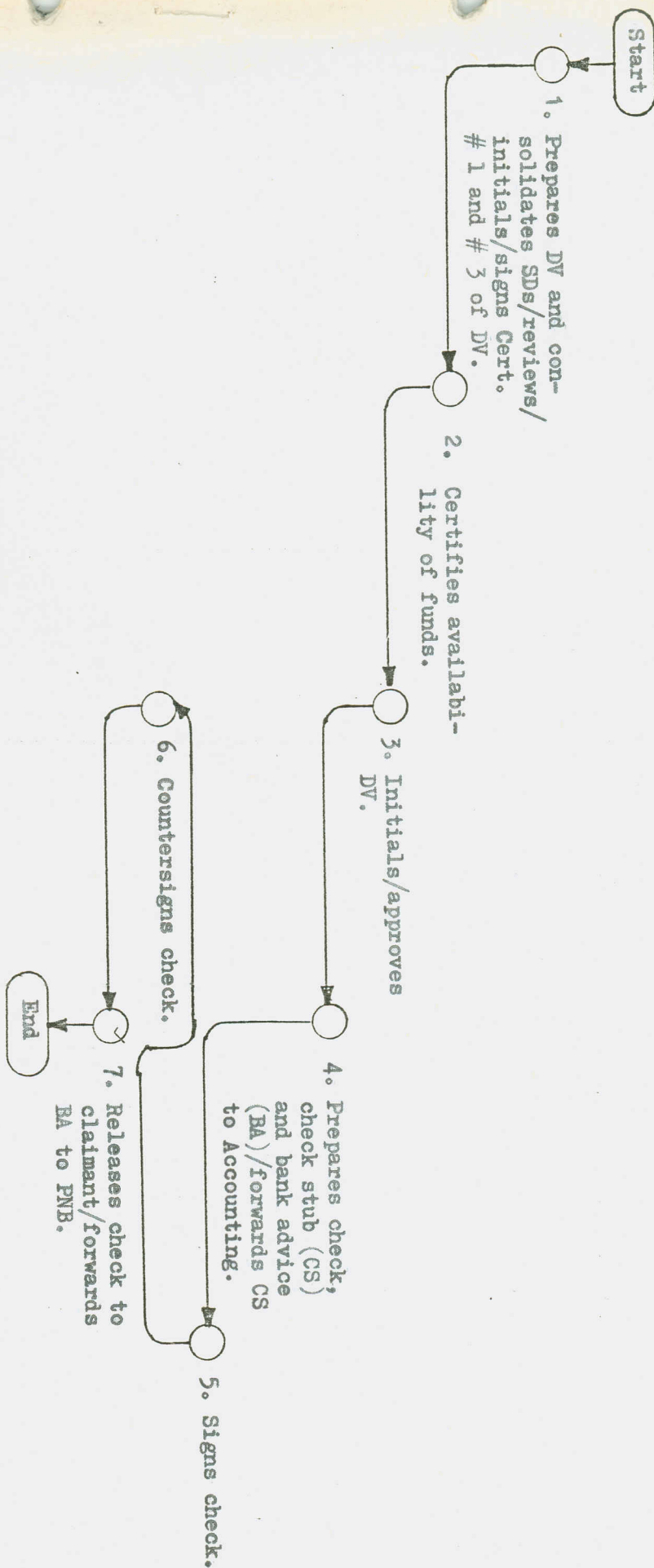
J. Nery Ferrer
J. NERY FERRER
Secretary

PAYMENT TO SUPPLIERS
(Up to P500T)

Proposed Procedural Flow

ANNEX "A"
D.O. No. _____
1988 Series

S P M D	C & F M S	A M M S	COMPTROLLERSHIP & FINANCIAL MANAGEMENT SERVICE	
	ACCOUNTING DIVISION	SERVICE CHIEF/ASEC	CASH DIVISION	SERVICE CHIEF/ASEC



Time Frame : 1 w.d.

Note: Limits of Authority

ASEC - Over P25T up to P500T

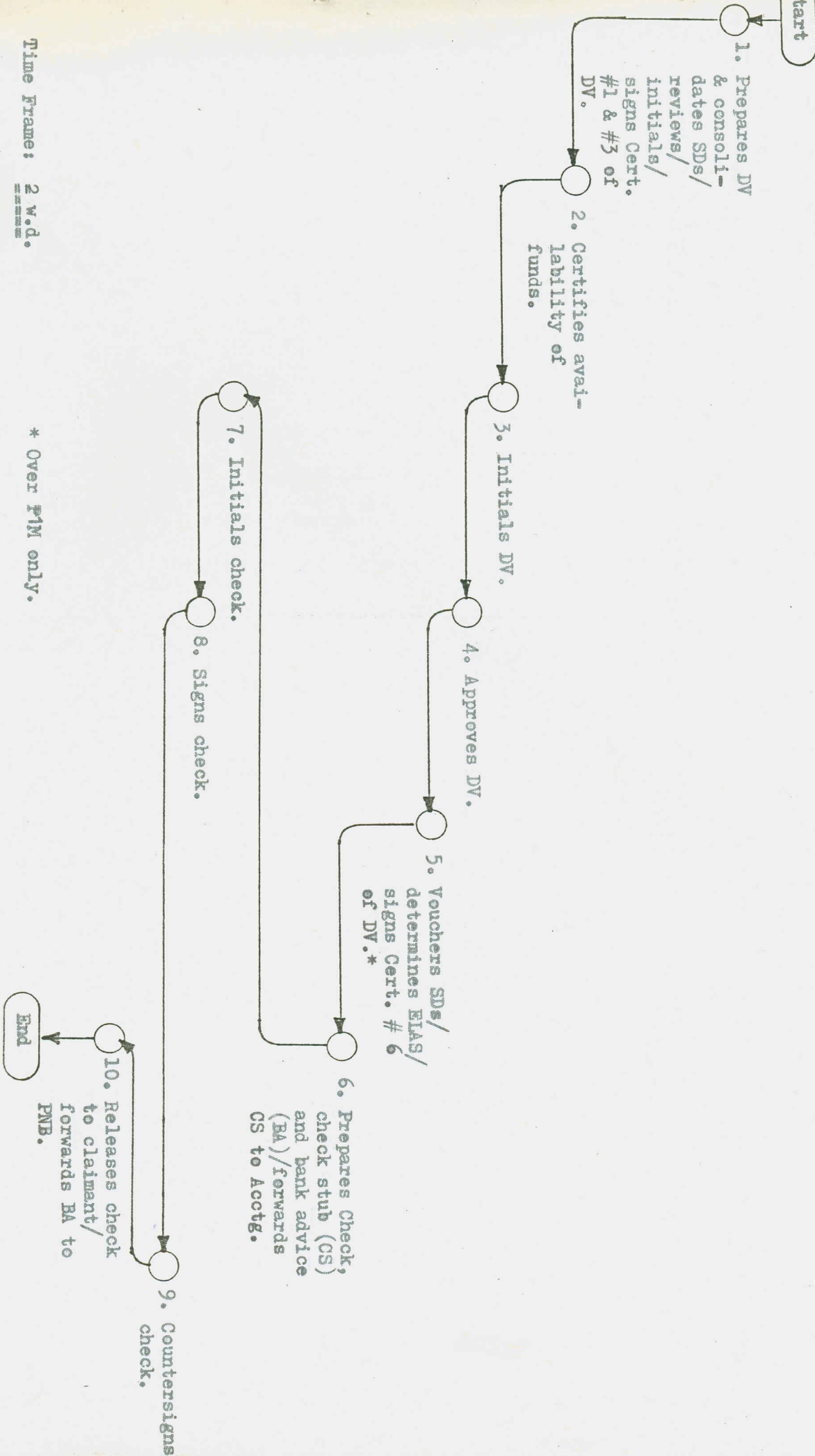
S.C. - Up to P25T

PAYMENT TO SUPPLIERS
(over P500T)

Proposed Procedural Flow

ANNEX "B"
D.O. No. _____
1988 Series

SUPPLY PROPERTY & Management Div.	C & F M S ACCOUNTING DIVISION	A M M S ASST. SECRETARY	UNDERSECRETARY	C O A RESIDENT AUDITOR	CASH DIVISION	SECRETARY
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Time Frame: 2 w.d.

* Over P1M only.

ANNEX "C"
D.O. # _____
1988 SERIES

PAYMENT TO SUPPLIERS
DOCUMENT REQUIREMENT

1. Requisition for Supply or Equipment (RSE)
2. Canvass Documents including Abstract of Bids/Resolution of Award
3. Purchase/Work Order/Contract
4. Invoice/Delivery Receipt
5. Certificate of Acceptance
6. Inspection Report
7. Job Order or Pre-Inspection Report (For Repair Work)
8. Memorandum Receipt (MR) (in case of Equipment)
9. Waste Material Report (in case of Repair)
10. Certificate of Fair Wear and Tear (in case of Repair)
11. Taxpayer Certificate/V.A.T. Registration
12. Certificate of Accreditation from Department of Trade and Industry (in case of Repair)
13. Test Result (if item/s is/are subject to test)