

3. The preparation/utilization of Journal Entry Voucher (JEV) and manual Obligation Request (OBr) shall only be from the system. There shall be no Manual JEV or OBRs prepared to avoid redundancy or duplication of work.
4. The use of Tax Identification Number, Project ID/No. (from Project Monitoring System) and the Employee Number (from Personnel Information System) which is required to be utilized in eNGAS and eBudget as specified under Department Order No. 61 series of 2011, is hereby reiterated.

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.

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


ROGELIO L. SINGSON
Secretary



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