



Republic of the Philippines  
Department of Environment and Natural Resources  
Visayas Avenue, Diliman, 1106 Quezon City  
☎ (632) 929-6626 to 29; 929-6252; 929-6633 to 35; 929-7041 to 43  
E-mail: web@denr.gov.ph; Website: www.denr.gov.ph

**MEMORANDUM**

FOR/TO : All Official and Employees  
DENR Central Office

FROM : The Undersecretary  
Finance, Information Systems and Climate Change

SUBJECT : **PRESCRIBING THE USE OF CHECKLIST OF DOCUMENTARY REQUIREMENTS IN THE PROCESSING OF CLAIMS BY THE FINANCIAL AND MANAGEMENT SERVICE**

DATE : JUN 22 2023

In order to facilitate the processing of claims, ensure attachments of complete supporting documents and comply with the provisions of Republic Act No. 11032<sup>1</sup>, the Financial and Management Service (FMS) will implement the Checklist of Documentary Requirements (CDR) that shall cover all DENR Central Office financial transactions.

The following guidelines shall be observed:

1. The CDR shall be prepared and signed by the end-user that shall be attached to the Disbursement Voucher/Payroll/Purchase Order/Contracts/Obligation Request and Status and other financial documents for submission to the Budget or Accounting Division for processing;
2. Documentary requirements shall be arranged in accordance with the CDR;
3. Only the claims with complete supporting documents shall be received by the Budget or Accounting Division;
4. The date and time of receipt shall be stamped by the Receiving Staff after they have determined the completeness of supporting documents;
5. The electronic copy of the CDR for specific transactions is provided and can be downloaded on the DENR website in the Financial and Management Service sub-menu under the E-Library auxiliary menu.

The implementation of the CDR will start on **July 3, 2023**.

For information and guidance.

  
ATTY. ANALIZA REBUELTA-TEH

MEMO NO. 2023 - 526

<sup>1</sup> An Act Promoting Ease of Doing Business and Efficient Delivery of Government Services