



Republic of the Philippines
DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
Visayas Avenue, Diliman, Quezon City
Tel. No. 929-66-26

MEMORANDUM

FOR/TO : All Persons hired under Contract of Service
DENR Central Office

FROM : The Undersecretary
Organizational Transformation and Human Resources

SUBJECT : **REITERATION OF THE DEADLINE FOR SUBMISSION OF
SUPPORTING DOCUMENTS IN THE PROCESSING OF
SALARY**

DATE : 20 July 2023

This is a reiteration of the Memorandum on Process Flow in the Payment of Services Rendered by Personnel Hired under Contract of Service (COS) dated April 3, 2023.

Step 1, Note B:

*“Supporting documents such as Travel Order (TO), Office Pass Slip, Trip Ticket, etc. shall be submitted to the Personnel Division **not later than 12 noon of the working day before the cut-off dates.**”*

Step 2, Note:

“Any request for changes in the DTR or additional claims shall be processed in a separate claim.”

All persons hired under contract of service are enjoined to observe the timely submission of the aforementioned documents so as not to impede the processing of payment of services rendered.

For strict compliance.


AUGUSTO D. DELA PEÑA



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 : The Assistant Secretary
Human Resources, Strategic Communication and Sectoral
Initiatives

FROM : The Director
Financial and Management Service

SUBJECT : **PROCESS FLOW IN THE PAYMENT OF SERVICES RENDERED
BY PERSONNEL HIRED UNDER CONTRACT OF SERVICE
(COS)**

DATE : 03 April 2023

This has reference to the meeting on **Streamlining the Process of Salaries for Contract of Service** held at the Office of the Assistant Secretary for Human Resources, Strategic Communication and Sectoral Initiatives on 06 March 2023.

Attached ~~is~~ are the Procedures and Process Flowchart on the above mentioned activity as agreed during the meeting. It may be noted that the DENR processing time will entail nineteen (19) hours from the printing of Daily Time Records by the Personnel Division to the transmittal of LDDAP-ADA by the Cashier Unit to LandBank of the Philippines (LBP).

The LBP will credit the corresponding amount to the COS ATM accounts not earlier than 24 hours but not more than 40 hours from receipt of the LDDAP-ADA pursuant to DBM Circular 2013-16¹, dated 23 December 2013.

For information.


ANGELITO V. FONTANILLA

¹ Implementation of the Expanded Modified Direct Payment Scheme (ExMDPS) for Accounts Payable Due to Creditors/Payees of All National Government Agencies (NGAs)

**PROCEDURES IN THE PAYMENT OF SERVICES RENDERED BY
PERSONNEL HIRED UNDER CONTRACT OF SERVICE (COS)**

OFFICE	ACTIVITY	TIMELINES (MAXIMUM)
<p><i>Note: The approval and processing of Contracts of Personnel Hired under Contract of Service are done every January and July covering the contract periods for the 1st and 2nd semesters, respectively.</i></p>		
<p>Processing of Claims/Payrolls/Disbursement Vouchers</p>		
<p>1. Personnel Division/Section/Unit</p>	<p>1. Print Daily Time Record (DTR) 2. Timekeeper affix signature upon completion of checking and verification of entries in the DTR. 3. Processing and printing of Payroll (P)</p> <p><i>Notes:</i></p> <p>a. <i>The Personnel Division will print and verify the DTRs of COS on the working days following the cut-off dates (15th and last day of the month)</i></p> <p>b. <i>Supporting documents such as Travel Order (TO), Office Pass Slip, Trip Ticket, etc. shall be submitted to the Personnel Division not later than 12 noon of the working day before the cut-off dates</i></p>	<p>6 hours</p>
<p>2. Concerned Office/Division/ Section/Unit</p>	<p>1. Focal Person/Alternate collect DTR, P and Checklist of Requirements from the Personnel Division</p> <p>2. Concerned COS Personnel attach Accomplishment Report (AR), Obligation Request and Status (ORS), copy of Contract and other supporting documents.</p> <p>3. Concerned Contract of Service Personnel sign DTR and AR.</p> <p>4. Head of Office sign AR, DTR and P/ Disbursement Voucher (DV).</p> <p>5. Focal Person/Alternate accomplish the Checklist of Requirements and sign the "Certify" portion.</p> <p>6. Focal Person/Alternate forward complete documents with the accomplished checklist of</p>	<p>2 hours</p>

OFFICE	ACTIVITY	TIMELINES (MAXIMUM)
	<p>requirements to the Accounting Division</p> <p><i>Note:</i> <i>Any request for changes in the DTR or additional claims shall be processed in a separate claim.</i></p>	
<p>3. Accounting Division/Section/Unit</p>	<p>Processing of Payroll/DV</p> <ol style="list-style-type: none"> 1. Receive P/DV, DTR, AR and other supporting documents. Assign DV Control Number, attach tracking form, stamp date received and encode details in the Monitoring Sheet 2. Distribute P/DV to processors 3. Process P/DV 4. Index P/DV 5. Accountant sign Payroll/Box C of DV 6. Forward the Payroll/DV to the approving official for approval based on the Manual of Authorities <p>Preparation and Processing of Payroll Registry</p> <ol style="list-style-type: none"> 7. Receive approved P/DV. 8. Prepare Payroll Registry based on approved P/DV. 9. Prepare DV for the Payroll Registry (DVPR). 10. Forward DVPR for signature of Box A to the concerned official based on the Manual of Authorities. 11. Receive DVPR with signature in Box A and other supporting documents. Assign DV Control Number, attach tracking form, stamp date received and encode details in the Monitoring Sheet 12. Forward DVPR to the processor 13. Process DVPR 14. Index DVPR 15. Prepare List of Due and Demandable Accounts Payable (LDDAP) 	<p>4 hours</p> <p>4 hours</p>

OFFICE	ACTIVITY	TIMELINES (MAXIMUM)
	16. Accountant sign Box C of DVPR and LDDAP based on the Manual of Authorities. 17. Forward LDDAP-ADA, DVPR, Payroll Registry and other supporting documents to Cashier Section	
4. Cashier Section/Unit	1. Prepare Advice of LDDAP-ADA. 2. Sign ADA, and Advice of LDDAP-ADA. 3. Forward Advice of LDDAP-ADA, LDDAP-ADA, DVPR and other supporting documents to approving official	1 hour
5. Approving Official	Sign Advice of LDDAP-ADA, LDDAP, DVPR and countersign ADA based on Manual of Authorities	1 hour
6. Cashier Section/Unit	1. Receive approved Advice of LDDAP-ADA, LDDAP-ADA, DVPR and other supporting documents 2. Transmit Advice of LDDAP-ADA to the Landbank of the Philippines after approval by the approving official	1 hour
TOTAL NUMBER OF WORKING HOURS – DENR		19 hours
Land Bank of the Philippines	Credit Cash to the corresponding ATM accounts of Contract of Service Personnel.	
<i>Note: Credit the amounts to COS ATM accounts not earlier than 24 hours but not later than 48 hours from receipt of Advice and LDDAP-ADA as per DBM Circular Letter No. 2013-16 dated December 23, 2013</i>		