



MEMORANDUM ORDER

No: 03
Series of 2024

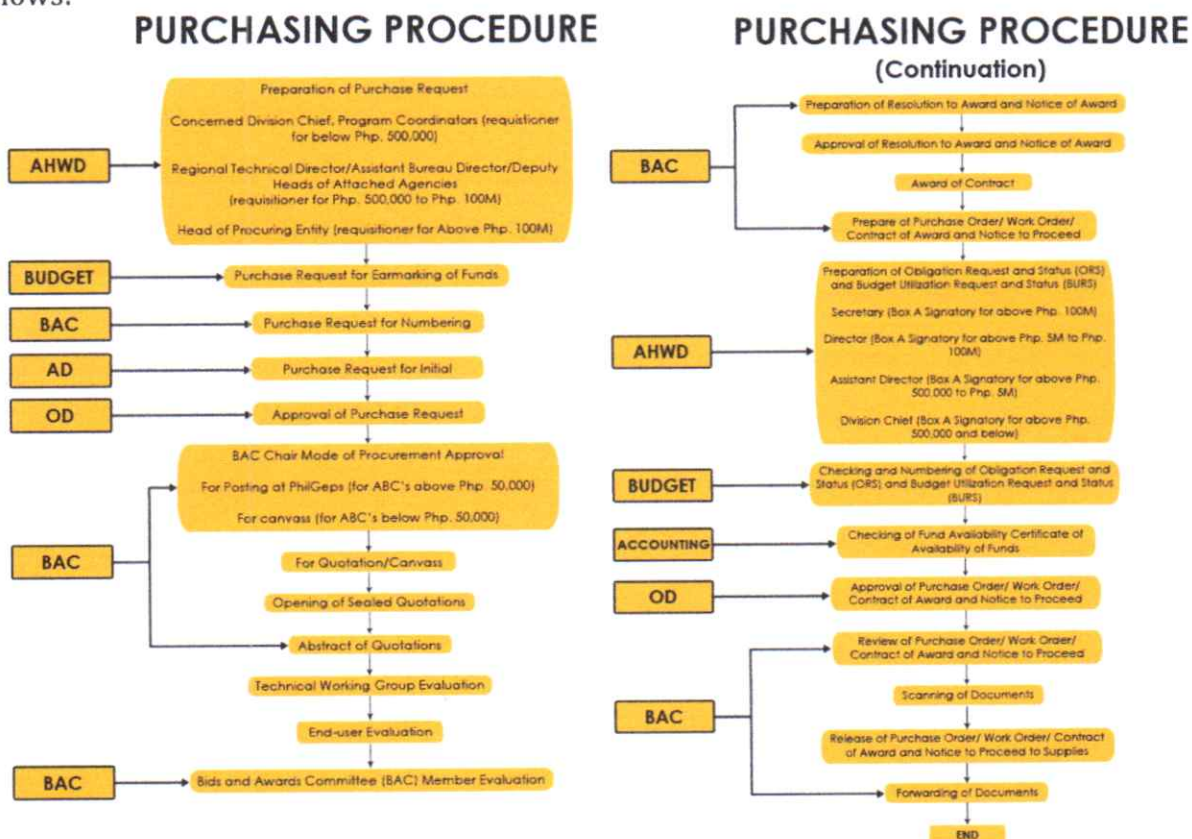
SUBJECT: GUIDELINES IN THE PROCESSING OF FINANCIAL DOCUMENTS AT THE ANIMAL HEALTH AND WELFARE DIVISION

For the efficient and effective processing of financial documents consistent with the ISO Certification ISO 9001:2015 and Citizens Charter procedures, the following guidelines are issued for the guidance and compliance of Animal Health and Welfare Division (AHWD) personnel.

Section 1. COVERAGE. This guideline covers the receipt, processing, and handling of all incoming or outgoing financial documents for the Animal Health and Welfare Division (AHWD), including but not limited to disbursement vouchers, travel vouchers, obligation requests, etc.

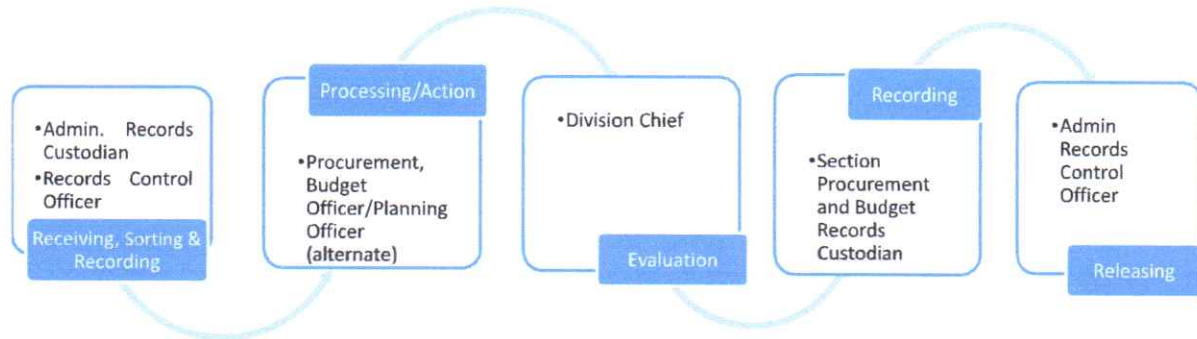
Section 2. PROCEDURE FOR INCOMING FINANCIAL DOCUMENTS

2.1 The general flow of Purchasing Procedure as per R.A. 9184 or Government Procurement Reform Act and General Memorandum Order No. 01 series of 2024 is as follows:





2.2 The flow of processing of financial documents in the AHWD shall be as follows:



2.3 The Administrative Records Custodian (ARC) or Records Control Officer (RCO) shall handle the receiving, sorting, handling, distributing, storing, and maintaining records of all incoming and outgoing financial documents.

2.4 Upon receipt of the communication from the Administrative Records Custodian/Records Control Officer, the Budget and Procurement officer (BCO) concerned is responsible for:

2.4.1 Processing approved Purchase Request (PR) with above ₱50,000.00 Approved Budget for the Contract (ABC):

2.4.1.1 Check for the lowest and complying bidder in the evaluation report and abstract of quotation prepared by the Bids and Awards Committee (BAC).

2.4.1.2 After confirming the lowest bidder, send the financial document to the end user for evaluation before releasing.

2.4.1.3 The financial document will then be returned to concerned personnel for preparation of Obligation Request and Status (ORS) and/or Budget Utilization Request and Status (BURS) depending on the fund source used for the procurement; the winning bidder claims the Purchase Order at the Procurement Office.

2.4.2 Processing approved Purchase Request (PR) with below ₱50,000.00 Approved Budget for the Contract (ABC):

2.4.2.1 BCO coordinates with the internal canvasser for the preparation of Request for Quotation (RFQ) and Abstract of Quotation, then sends financial documents to the end user for evaluation before release.





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Appendix 1

List of Attachments

The attachments may include, but are not limited to, the following:

Purchase Request (PR)

- Annual Procurement Plan (APP)
- Notice of Meeting / Concept Note
- Receipts
- Attendance
- Specifications

Obligation Request and Status (ORS)/Disbursement Vouchers (DV)

- Approved PR
- Inspection and Acceptance
- Abstract of Quotation
- Canvas
- Concept Note
- Receipts
- Sole Distributor-Justification Letter

TEV

- Obligation Request and Status
- Disbursement Voucher (2 copies)
- Appendix A (GF BAI-115)
- Appendix B (GF BAI-116)
- Certificate of Appearance
- Travel Order (GF BAI-114)
- Travel Plan (for 2 or more days)
- Travel Report
- Vehicle Trip Ticket (Original)
- Receipt (Original and Photocopy)



"Our organization is certified
according to ISO 9001"

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