

Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
Regional Office No. 9
Zamboanga City

Omnibus Guidelines on the Disbursement of Funds and its Reportorial Procedures
including Collection of Registration Fee under **D.O. 18-02, PRPA and RWA**
in the Field Offices (FOs)

A. FINANCIAL GUIDELINES:

- The Field Offices (FOs) shall open a Current Account to their name with the Authorized Government Depository Bank;
- The Regional Office (RO) shall release the funds to the FOs (based from the monthly budget proposals for fixed and other mandatory expenses duly approved by the Regional Director) through on line deposits or checks;
- Fund transfer shall be covered by “OB’s” disbursing vouchers, check and or deposit slip;
- The FOs shall maintain a cash book for all checks issued and cancelled and shall be recorded chronologically.

B. DISBURSEMENT PROCEDURES:

- The designated accountant shall certify as to the availability of funds;
- Only expenditures in the approved budget proposal are authorized;
- The heads of field offices must have an accounting system and internal control for check and balance;
- All disbursements must be properly recorded and documented;
- The heads of field offices and the designated accountant are jointly accountable for the utilization of funds;
- The heads of field offices shall ensure that all transactions are within the authorized limits and for purposes originally approved.

C. DISBURSEMENT THROUGH CHECK:

- Preparation of disbursement vouchers must be supported with complete documents;
- Disbursement vouchers must be numbered and recorded in a chronological order in the record book;
- The designated accountant shall evaluate the completeness of the supporting documents, and, if found in order, certify as to the availability of funds;
- The Designated Disbursing Officer (DDO) shall review the completeness of the supporting documents, prepare and issue checks for payment of the authorized transactions;
- The DDO shall record all disbursements through checks in the Cashbook.

D. DISBURSEMENT THROUGH PETTY CASH:

- The DDO in the field office shall receive a check from the Regional Office through its Cashier in the amount not more than FIVE THOUSAND PESOS (P5,000.00) representing petty cash of the field office and, after encashment, keep the cash in a safety vault;
- The requesting personnel shall accomplish the Petty Cash Voucher and submitted the same to the DDO for approval and release of petty cash;
- The DDO shall prepare a Replenishment Report of the petty cash [if cash on hand is at its critical level (P1,250.00) or has been fully utilized] and submit the same to the RO for replenishment.

E. COLLECTION AND DEPOSIT PROCUDURES:

- The DDO shall receive cash/check from the payor representing collection based on the order of payment prepared by the person in-charge (Program Handler).
- The DDO must issue an (Official Receipt) to acknowledge receipt of Cash/Check;
- The DDO shall record the Collection in the record book;
- The DDO shall deposit on a daily basis the collection with the Authorized Depository Bank.

F. REPORTING:

- The DDO shall prepare and submit a monthly Report of Disbursements to RO.
- The DDO shall prepare and submit a Monthly Bank Reconciliation Statement to RO.
- The DDO shall prepare and submit a monthly Report of Collections and Deposits to RO.

G. COLLECTION OF FEES:

1. Department Order No. 18-02 (Contractors or Sub-Contractors)

- The FOs shall see to it that all requirements are complied before receiving and processing the application as Contractor and/or Sub-Contractor under D.O. 18-02, to wit:
 - Two (2) copies of Application Form;
 - Two (2) pieces 2x2 latest picture;
 - Certified true copy of the Certificate of Registration of firm or Business name from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) or from DOLE, if the applicant is a Union;
 - Certified true copy of license or business permit issued by the Local Government Unit or Units where the contractor or sub-contractor operates;
 - Affidavit of Undertaking that the Contractor or Subcontractor shall abide by all applicable labor laws and regulations; and,
 - A Registration Fee of Php100.00
- The FOs shall issue the Certificate of Registration provided by the RO duly approved and signed by the Regional Director.
- The RO shall provide at least five (5) blank Certificates of Registration to FOs and shall provide additional as the need arises depending on the bulk of applications received and processed or upon request by the FOs.
- The FOs shall submit a report to RO the list of all Registered Contractors/Subcontractors on a monthly basis.
- The FOs shall be responsible in assigning the number of the Certificate of Registration following this format:
 - Zamboanga del Sur – (ZDS-CSC-YEAR-MONTH-NO.) ZDS-CSC-2009-01-001
 - Zamboanga del Norte – (ZDN-CSC-YEAR-MONTH-NO.) ZDN-CSC-2009-01-001
 - Zamboanga Sibugay – (ZSP-CSC-YEAR-MONTH-NO.) ZSP-CSC-2009-01-001
 - Zamboanga City – (ZC-CSC-YEAR-MONTH-NO.) ZC-CSC-2009-01-001
 - Isabela City – (IC-CSC-YEAR-MONTH-NO.) IC-CSC-2009-01-001

**H. PRIVATE RECRUITMENT AND PLACEMENT AGENCY (PRPA):
(AUTHORITY TO RECRUIT for Authorized Representative)**

- The FOs shall see to it that all requirements are complied before receiving and processing the application for Authority to Recruit of the PRPA, to wit:
 - Letter request by the agency;
 - Copy of current PRPA License;
 - Certification under Oath of Licensee of the Proposed recruitment activities of the representative;
 - Latest NBI Clearance and Bio-Data of the Representative;
 - Previous Authority to Recruit and list of deployed workers to indicate the (Location, Name of Employer and type of work), in case of renewal;
 - Agreement between the agency and the representative;
 - Certification as to “No Pending Case” issued by the FOs
 - Two (2) pieces 2x2 latest picture.
 - Registration Fee of P1,500.00
- The FOs shall issue the **AUTHORITY TO RECRUIT** provided by the RO duly approved and signed by the Regional Director, to the agency’s authorized representative;
- The RO shall provide at least five (5) blank Certificates of Registration on **AUTHORITY TO RECRUIT** to FOs and shall provide additional Certificates as the need arises depending on the bulk of applications received and processed or upon request by the FOs;
- The FOs shall submit report to RO the list of all Registered PRPA authorized representative on a monthly basis;
- The FOs shall be responsible in assigning the number of the **AUTHORITY TO RECRUIT** following this format:
 - Zamboanga del Sur – (**ZDS-ATR-YEAR-MONTH-NO.**) **ZDS-ATR-2009-01-001**
 - Zamboanga del Norte – (**ZDN-ATR-YEAR-MONTH-NO.**) **ZDN-ATR-2009-01-001**
 - Zamboanga Sibugay – (**ZSP-ATR-YEAR-MONTH-NO.**) **ZSP-ATR-2009-01-001**
 - Zamboanga City – (**ZC-ATR-YEAR-MONTH-NO.**) **ZC-ATR-2009-01-001**
 - Isabela City – (**IC-ATR-YEAR-MONTH-NO.**) **IC-ATR-2009-01-001**

I. RURAL WORKERS ASSOCIATION:

- The FOs shall see to it that all requirements are complied before receiving and processing the application for registration under the Rural Workers Association, to wit:
 - The FOs shall provide the applicant with complete set of Registration Forms to be filled out;
 - All forms shall be submitted in four (4) sets;
 - The Application form (page 1) shall be duly Notarized;

- Payment of Thirty Pesos (Php30.00) for every association and Seventy pesos (Php70.00) for a federation;
 - Barangay Certification (certifying that all members are bonafide residents of the said barangay);
 - Bio-data with pictures of Officers and Members of the applicant associations;
- The FOs shall evaluate as to the completeness and veracity of the documents submitted before the issuance of Certificate of Registration;
 - The FOs shall submit to the RO through TSSD the list of registered association to include two (2) sets of the application forms and machine copy of the Certificate of Registration issued.
 - The RO shall provide at least ten (10) blank Certificates of Registration to FOs and shall provide additional Certificates as the need arises depending on the bulk of applications received and processed or upon request by the FOs;
 - The FOs shall be responsible in assigning the number of the CERTIFICATE OF REGISTRATION following this format:
 - Zamboanga del Sur – (ZDS-RWA-YEAR-MONTH-NO.) ZDS-RWA-2009-01-001
 - Zamboanga del Norte – (ZDN-RWA-YEAR-MONTH-NO.) ZDN-RWA-2009-01-001
 - Zamboanga Sibugay – (ZSP-RWA-YEAR-MONTH-NO.) ZSP-RWA-2009-01-001
 - Zamboanga City – (ZC-RWA-YEAR-MONTH-NO.) ZC-RWA-2009-01-001
 - Isabela City – (IC-RWA-YEAR-MONTH-NO.) IC-RWA-2009-01-001

J. EFFECTIVITY:

This guidelines shall take effect immediately.

K. DATE SIGNED: January 27, 2009

(Original Signed)
PONCIANO M. LIGUTOM
 Regional Director