



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
5 Visayas Avenue, Barangay Vasra, Quezon City 1128

(+632)8528-2240 director@bai.gov.ph www.bai.gov.ph @bai.gov.ph

MEMORANDUM ORDER

NO. 22
Series of 2024

SUBJECT : PROCEDURES ON PROCESSING OF REIMBURSEMENTS

In an effort to streamline the movement of the documents for Reimbursement, an outline of the step-by-step process for submitting and processing reimbursement claims is hereby created.

REIMBURSEMENT PROCEDURE

1. **End-user** – Prepares three (3) copies of the Purchase Request (PR) with attached Official Receipt to be forwarded to the Procurement Management Service/Bids and Awards Committee (PMS/BAC).
2. **Procurement Management Service/Bids and Awards Committee (PMS/BAC)** – Reviews and assigns a corresponding number to the PR to be forwarded to the Office of the Supervising Administrative Officer. (Duration: 1 day)
3. **Supervising Administrative Officer (SAO)** – For review and initial on the approval of the Purchase Request to be forwarded to the Budget Section. (Duration: 1 day)
4. **Budget Section** – for funding and earmarking of the PR. (Duration: 1 day)
5. **SAO/Concerned Division Chief** – All Admin PRs shall be approved by the SAO. Concerned Division Chiefs shall approve all PRs of their division. (Duration: 1 day)
6. **End-user** – Provide supporting documents needed for inspection: Inspection and Acceptance Report (IAR), Obligation Request Status (ORS). For PRs above P1,000.00, three (3) canvass and the Abstract of Quotation shall be attached. (Duration: 1 day)
7. **Inspector/Inspection Committee** – Inspection and checking by three (3) inspectors on the ORS and other attached documents and signature on the IAR. (Duration: 1 day)
8. **Property Section** – Signature of the IAR by the Property Custodian. (Duration: 1 day)
9. **End-user** – Preparation of Disbursement Voucher (DV) and ORS to be signed by the SAO/Division Chief. (Duration: 1 day)
10. **Property Section** – For initial on the DV by the Property Head. (Duration: 1 day)
11. **Internal Control Unit** – For checking of the attached documents and initial on the DV. (Duration: 1 day)
12. **Budget Section** – Box A of the ORS shall be signed by the Budget Head. (Duration: 1 day)
13. **Accounting Section** – DV to be recorded to the Accounting Entry and shall be signed by the Chief Accountant. (Duration: 1 day)



"Our organization is certified
according to ISO 9001"

Masaganang Agrikultura, Maunlad na Ekonomiya

- 14. Assistant Director** – For initial on the DV. (Duration: 1 day)
15. Cashier Unit – Preparation of the List of Due and Demandable Accounts Payable-Advice to Debit Accounts (LDDAP-ADA) and Registry. (Duration: 1 day)
16. Assistant Director – For signature of the LDDAP-ADA. (Duration: 1 day)
17. Cashier Unit – Credit to Land Bank for payment to End-user. (Duration: 1 day)

This **ORDER** shall take effect immediately upon publication and shall remain valid unless expressly repealed by another issuance.

Done this 30th day of AUGUST 2024.



HYACINTH G. NAPILOY, DVM, MPS-PA
Officer-In-Charge, Director

