



Republic of the Philippines
Department of Agriculture
BUREAU OF ANIMAL INDUSTRY
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MEMORANDUM ORDER

NO. 23

Series of 2024

SUBJECT : AMENDMENT TO MEMORANDUM ORDER NO. 22, SERIES OF 2024 ENTITLED "PROCEDURES ON PROCESSING OF REIMBURSEMENTS"

In an effort to streamline the movement of the documents for Reimbursement and pursuant to BAI Memorandum No. 930, series of 2024, entitled "*Process Flow for Reimbursement, Regular Payroll and Contract of Service (Central Office) Payroll*", the BAI Memorandum Order No. 22, series of 2024, otherwise known as "*Procedures on Processing of Reimbursements*" is hereby amended.

REIMBURSEMENT PROCEDURE

1. **End-user** – Prepares three (3) copies of the Purchase Request (PR) 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. For PRs above P1,000.00, attach three (3) canvass and preparation of the Abstract of Quotation and then forwarded to Inspection Committee. (Duration: 1 day)
7. **Inspector/Inspection Committee** – Inspection and checking by three (3) inspectors on the Official Receipt (OR) and other attached documents. (Duration: 1 day)
8. **Property Unit** – Signature of the IAR by the Property Custodian to be forwarded to the end-user. (Duration: 1 day)
9. **End-user** – Preparation of Disbursement Voucher (DV) and ORS for signature of the SAO/Division Chief to be forwarded to the Property Unit. (Duration: 1 day)
10. **Property Unit** – For initial on the DV by the Property Head to be forwarded to the Internal Control Unit. (Duration: 1 day)
11. **Internal Control Unit** – For checking of the attached documents and initial on the DV to be forwarded to the Budget Section. (Duration: 1 day)




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12. **Budget Section** – Box B of the ORS shall be signed by the Budget Head. (Duration: 1 day)
13. **Accounting Section** – For entry and signature by the Chief Accountant to be forwarded to the Assistant Director. (Duration: 1 day)
14. **Assistant Director** – For initial and to be forwarded to the Cashier. (Duration: 1 day)
15. **Cashier** – 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 to be forwarded to the Cashier. (Duration: 1 day)
17. **Cashier** – Check for 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 11th day of September 2024.


DIOSAMIA M. SEVILLA, MSc.
Officer-In-Charge, Director

