

BY 2040: WORLD-CLASS. MULTI-MISSION READY. CROSS-DOMAIN CAPABLE



MATATAG NA HUKBONG KATIHAN
PARA SA BAGONG PILIPINAS



PHILIPPINE ARMY CITIZEN'S CHARTER 2024 1ST EDITION

HONOR.
PATRIOTISM.
DUTY.





PHILIPPINE ARMY

CITIZEN'S CHARTER
2024 (1st Edition)

PHILIPPINE ARMY CITIZEN'S CHARTER

Headquarters Philippine Army, Fort Andres Bonifacio, Metro Manila
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I. Mandate

The Philippine Army organizes, trains, and equips forces for the conduct of prompt and sustained operations on land.

II. Vision

Army 2040: World-Class. Multi-Mission Ready. Cross-Domain Capable.

III. Mission

To develop, organize, train, equip, support, and sustain Army Forces for the conduct of prompt and sustained ground operations to accomplish the AFP mission.

IV. Service Pledge

We the officers, enlisted personnel, and civilian employees of the Philippine Army,
Uphold the organization's core values:

- ❖ Honor
- ❖ Patriotism and
- ❖ Duty

We commit to:

- ❖ **Advocate for the adoption of effective government practices** for efficient government service delivery and prevention of graft and corruption;
- ❖ **Capacitate offices and units in our organization** to reengineer their systems and procedures with the goal of reducing processing time and regulatory burden for the transacting public;
- ❖ **Promote the implementation of simplified requirements and procedures** that will reduce red tape and expedite business and non-business-related transactions in the government;
- ❖ **Provide assistance to the public** in filing and investigating complaints against government agencies and/or officials for non-compliance to R.A. 11032.
- ❖ **Attend to all applicants or requesting parties who are within the premises of the office** prior to the end of official working hours and during lunch break.

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Headquarters Philippine Army



Army General Hospital External Services



1. Emergency Room Service

AGH Emergency Room Service ensures appropriate assessment, treatment and disposition to all patients needing emergency care.

Office or Division		AGH, HHSG, PA		
Classification		Highly Technical		
Type of Transaction		G2C- Government to Citizen		
Who may avail		Authorized Civilian		
Checklist of Requirements			Where to Secure	
Government Issued ID			Government Agencies	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide personal details as necessary	1. Assess the Patient	None	15 mins	MOD/Duty RN/RM Section Head: CPT TUGANO MC
	2. Prepare medical requirements	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	Depends on patient's requirement	MOD/Duty RN/RM
	3. Provide resuscitation as needed	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	Depends on patient's requirement	MOD/ RN/ RM
	4. Facilitate patient transfer to other facility as necessary	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	Depends on availability of bed of receiving hospital	MOD/ Wardman/ RN/ RM

	5. Facilitate Post Mortem Care as necessary	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges	30-40 mins	MOD/ Wardman/ Aidman/ RN/ RM
		of Rates and Charges		
	6. Prepare admission requirement as applicable	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges	20 mins	MOD/ Wardman/ RN/ RM
	7. Provide initial medication and facilitate diagnostic tests as necessary	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges	Depends on patient's requirement	MOD/ RN/ Registrar Personnel
	8. Record disposition	None	10 mins	SHOD/ MOD/ RN/
TOTAL:		It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges	Depends on patient's status	

2. Finance Service

AGH Finance Service provides accurate and timely billing and collections prior release of Official Receipt and Discharge Clearance of patients.

Office or Division	AGH, HHSG, PA
Classification	Highly Technical
Type of Transaction	G2C- Government to Citizen
Who may avail	Authorized Civilian
Checklist of Requirements	Where to Secure
Government Issued ID	Government Agencies
Official Receipt	AGH



Referral Slip		AGH		
Discharge Clearance		AGH		
Charge Slip		AGH		
Official Receipt		AGH		
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Referral Slip/ Discharge Clearance	1. Receive referral slip/ discharge clearance and check for completeness of data	None	5 mins	Duty Finance Section Finance Officer: 1LT MASANGKAY MAC
	2. Determine cost of procedures	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	5 mins	Duty Finance Section
	3. Prepare charge slip to patient	None	5 mins	Duty Finance Section
2. Pay balance indicated in the charge slip	4. Finance Sergeant to receive payment	None	5 mins	Finance Sergeant/ Collecting Agent
	5. Facilitate signing and issuance of Official Receipt	None	15 mins	Finance Sergeant/ Collecting Agent/ Finance Officer
	6. Release OR to Patient	None	5 mins	Duty Finance Section
	7. Keep record of released OR and update Cash Book	None	5 mins	Duty Finance Section/ Finance Sergeant/ Collecting Agent



TOTAL:	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	45 Minutes	

3. Out-Patient Service

AGH Out- Patient Service ensures correct health consultation of the patients and provides appropriate treatment necessary.

Office or Division	AGH, HHSG, PA			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Authorized Civilian			
Checklist of Requirements			Where to Secure	
Government Issued ID			Government Agencies	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide personal details as necessary	1. Receive the patient and facilitate consultation	None	15 mins	Duty RN/RM/ MOD Section Head: MAJ MORLA MC
	2. Assess the patient	None	15 mins	MOD
	3. Provide patient's final disposition and treatment	None	20 mins	Duty RN/RM/ MOD
	4. Keep and update patient's record	None	15 mins	Duty RN/RM/ MOD
TOTAL:		None	1 Hour and 5 mins	

4. Registrar Service

AGH Registrar issues medical documents and certificates.

Office or Division	AGH, HHSG, PA
Classification	Highly Technical



Type of Transaction	G2C- Government to Citizen			
Who may avail	Authorized Civilian			
Checklist of Requirements			Where to Secure	
Government Issued ID			Government Agencies	
Admission Slip			AGH	
Request Form			AGH	
Official Receipt			AGH	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and provide information necessary	1.Receive and assess request.	None	5 mins	Duty Registrar Registrar Officer: CPT DESLATE MAC
	2.Facilitate issuance of requested document.	None	25 mins	Duty Registrar
	3. Keep record of release d document.	None	5 mins	Duty Registrar
	4. Release of requested document.	None	5 mins	Duty Registrar
TOTAL:		None	40 mins	

5. Social Service

AGH Social Service caters to patients needing financial assistance, medical assistance, referrals, and etc.

Office or Division	AGH, HHSG, PA		
Classification	Highly Technical		
Type of Transaction	G2C- Government to Citizen		
Who may avail	Authorized Civilian		
Checklist of Requirements		Where to Secure	
Government Issued ID		Government Agencies	
Medical Certificate		AGH Social Service Office	
Statement of Account			



CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present needed documents/requirements (e.g., medical certificate, SOA) and provide information	1. Evaluate documents. Interview client using General Intake Sheet & assess client's Need	None	45 mins	Registered Social Worker Social Service Officer: 2LT CABATO MAC
	2. Prepare Social Case Study Report (SCSR) based on the given information of the client.	None	1 hr.	Registered Social Worker
	3. Review and approve the Social Case Study Report	None	10 mins	Registered Social Worker
	4. Print the SCSR.	None	2 min	Registered Social Worker
Affix the signature as received on the SCSR	5. Sign and release the	None	3 min	Registered Social Worker
	Social Case Study Report			
TOTAL:		None	2 hours	



Army General Hospital Internal Services



1. Emergency Room Service

AGH Emergency Room Service ensures appropriate assessment, treatment and disposition to all patients needing emergency care.

Office or Division	AGH, HHSG, PA			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Military Personnel, Dependents, Civilian Human Resource			
Checklist of Requirements			Where to Secure	
Military ID			AFP	
Dependent's ID			AFP	
Security Tag			HPA	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide personal details as necessary	1. Assess the Patient	None	15 mins	MOD/Duty RN/RM Section Head: CPT TUGANO MC
	2. Prepare medical requirements	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	Depends on patient's requirement	MOD/Duty RN/RM
	3. Provide resuscitation as needed	None	Depends on patient's requirement	MOD/ RN/ RM
	4. Facilitate patient transfer to other facility as necessary	None	Depends on availability of bed of receiving hospital	MOD/ Wardman/ RN/ RM
	5. Facilitate Post Mortem Care as necessary	None	30-40 mins	MOD/ Wardman/ Aidman/ RN/ RM



CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Referral Slip/ Discharge Clearance	1. Receive referral slip/ discharge clearance and check for completeness of data	None	5 mins	Duty Finance Section Finance Officer: LTC LUIS MAC
	2. Determine cost of procedures	It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	5 mins	Duty Finance Section
	3. Prepare charge slip to patient	None	5 mins	Duty Finance Section
2. Pay balance indicated in the charge slip	4. Finance Sergeant to receive payment	None	5 mins	Finance Sergeant
	5. Facilitate signing and issuance of Official Receipt	None	15 mins	Finance Sergeant/ Finance Officer
	6. Release OR to Patient	None	5 mins	Duty Finance Section
	7. Keep record of released OR and update Cash Book	None	5 mins	Duty Finance Section/ Finance Sergeant/ Finance Officer
TOTAL:		It depends on the procedure (Pls see attached Cir 1 Schedule of Rates and Charges)	45 Minutes	



3. Out-Patient Service

AGH Out- Patient Service ensures correct health consultation of the patients and provides appropriate treatment necessary.

Office or Division	AGH, HHSG, PA			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Military Personnel, Dependents, Civilian Human Resource			
Checklist of Requirements			Where to Secure	
Military ID			AFP	
Dependent's ID			AFP	
Security Tag			HPA	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide personal details as necessary	1. Receive the patient and facilitate consultation	None	15 mins	Duty RN/RM/ MOD Section Head: MAJ MORLA MC
	2. Assess the patient	None	15 mins	MOD
	3. Provide patient's final disposition and treatment	None	20 mins	Duty RN/RM/ MOD
	4. Keep and update patient's record	None	15 mins	Duty RN/RM/ MOD
TOTAL:		None	1 Hour & 5 Minutes	

4. Registrar Service

AGH Registrar issues medical documents and certificates.

Office or Division	AGH, HHSG, PA			
Classification	Highly Technical			
Type of Transaction	G2C- Government to Citizen			
Who may avail	Authorized Civilian			
Checklist of Requirements			Where to Secure	
Military ID			AFP	
Dependents ID			AFP	
Admission Slip			AGH	
Request Form			AGH	



Official Receipt			AGH	
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request and provide information necessary	1.Receive and assess request.	None	5 mins	Duty Registrar Registrar Officer: CPT DESLATE MAC
	2.Facilitate issuance of requested document.	None	25 mins	Duty Registrar
	3. Keep record of release d document.	None	5 mins	Duty Registrar
	4. Release of requested document.	None	5 mins	Duty Registrar
TOTAL:		None	40 mins	

5. Social Service

AGH Social Service caters to patients needing financial assistance, medical assistance, referrals, and etc.

Office or Division			AGH, HHSG, PA	
Classification			Highly Technical	
Type of Transaction			G2C- Government to Citizen	
Who may avail			Authorized Civilian	
Checklist of Requirements			Where to Secure	
Military ID			AFP	
Dependent’s ID			AFP	
Medical Certificate			AGH Social Service Office	
Statement of Account				
CLIENTS STEP	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Present needed documents/requirements (e.g., medical certificate, SOA) and provide information	1. Evaluate documents. Interview client using General Intake Sheet & assess client's Need	None	45 mins	Registered Social Worker Social Service Officer: 2LT CABATO MAC
	2. Prepare Social Case Study Report (SCSR) based on the given information of the client.	None	1 hr.	Registered Social Worker
	3. Review and approve the Social Case Study Report	None	10 mins	Registered Social Worker
	4. Print the SCSR.	None	2 min	Registered Social Worker
Affix the signature as received on the SCSR	5. Sign and release the Social Case Study Report	None	3 min	Registered Social Worker
TOTAL:		None	2 hours	



Army Property Accountability Office Internal Services



1. Clearing of Accountability

Philippine Army personnel who plan to retire or is currently processing their retirement shall clear their existing accountabilities in order to avail their claims.

Office or Division:	APAO			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notice of Loss		Client/Responsible Supply Officer		
2. Affidavit of Loss		Law firm		
3. Comment & Recommendation of Agency Head		Head of the Unit		
4. PNP Blotter		Police Station		
5. Investigation/Incident Report		Unit assignment of the client/Office of the Army Provost Marshall		
6. Affidavit of 2 Disinterested Person		Law firm		
7. Property Acknowledgement Receipt (PAR)		Client		
8. Report of Survey		Unit assignment of the client		
9. Request for relief of Accountability		Client/Responsible Supply Officer		
10. Certificate from Accounting		Accounting Service Philippine Army		
11. Explanation of Cause of Delay		Client/Responsible Supply Officer		
12. Order of Survey Board		Unit assignment of the client/OG1, PA/Division Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client must submit a notification and other pertinent documents to COA, FPAO/APAO and the Unit Commander.	1. The concerned persons must validate the documents submitted by the client.	None	1 day	COA Representative/ FPAO or APAO/Unit Commander
2. Client must submit a notification and other pertinent documents to COA, FPAO/APAO and the Unit Commander	2. When the necessary documents are complete, the Chief APAO shall endorse it to COA.	None	1 day	Chief APAO
	3. After the endorsement, the client may wait for the	None	30 days	COA Representative



	release of COA Resolution.			
TOTAL:		None	32 days	
Service is covered under COA Memorandum Nr 92-751 dated 24 February 1992 with Subject: Request for Relief from Accountability				

2. Consolidation of RPCPPE

Reports on the Annual Physical Count of Property Plant and Equipment and Inventories from all Philippine Army units shall be consolidated for documentation and submission to OG4, PA.

Office or Division:	APAO			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Field Property Accountability Offices PA Wide			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report on the Physical Count of Property Plant and Equipment (RPCPPE)		Philippine Army Units		
2. Report on the Physical Count of Inventories (RPCI)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Field Property Accountability Offices PA Wide will submit the RPCPPE and RPCI from the different units in their respective AOR	1. The Inventory Officer/ NCO in charge will encode and prepare the RPCPPE and RPCI Recaps.	None	7 days	Inventory Officer/ NCO
	2. The Inventory Officer/ NCO in charge will submit the consolidated RPCPPE & RPCI to OG4, PA.	None	1 day	
TOTAL:		None	8 days	



3. Integration of APAO in Philippine Army Unified Clearance System (PAUCS)

The signed compliance slip with existing accountabilities (if there's any) will be returned to PA Personnel or legal dependents and serve as one of the requirements in securing the Philippine Army Unified Clearance.

Office or Division:	APAO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Philippine Army personnel and legal dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Compliance Slip		PAMU Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit PAR or RSO certification to APAO with compliance slip.	APAO encoder to update the client status in PACIS.	None	10 minutes	Accountability Officer/NCO
TOTAL:		None	10 minutes	



Army Personnel Management Center External Services



1. Appeal for Re-entry/Re-CAD of Officers

This process includes the application for Re-entry of Former Officers

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All Officers previously separated from the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Statement of Service		Office of the Army Adjutant		
2. Separation or Reversion Order		Office of the Army Adjutant		
3. Police / NBI Clearance		Municipal Police Office & NBI Office		
4. Latest Efficiency Rating (OER & CER)		Previous Unit Assigned		
5. Command Clearance		PA level		
6. Statement of Last Payment		FCPA		
7. Request for Appeal		Applicant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents to Attrition Branch	1. Receive/ check the completeness of documents 2. C, Attrition Branch will inform the applicant on the schedule of interview	None	5 mins	C, Attrition, RAD, APMC
2. Appear to PA Re-CAD/Re-Entry and Reinstatement Board for interview	3. The Philippine Army Re-CAD/Re-Entry & Reinstatement Board (PARRRB) shall convene & conducts deliberation.	None	1 day	Board Secretariat
	4. Chairman of PARRRB endorses board resolution to OG1, PA	None	1 day	C, Deliberation Board
	5. The Secretariat will inform the applicant that the board resolution was forwarded to OG1, PA		1 min	Board Secretariat
TOTAL:		None	2 Days and 6 minutes	
Service is covered under HPA Letter Directive dated 22 May 2017, Subject; Implementing Guidelines and Procedures of Re-CAD/Re-Entry of Officers and Reinstatement of Former Enlisted Personnel in the Philippine Army				



2. Appeal for Re-Instatement of former Enlisted Personnel

This process includes the application for reinstatement of former EP.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	All EP previously separated from the service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Recommendation from PAMU Commander		Phil Army Major Units		
2. Board Resolution (PAMU level)		Phil Army Major Units		
3. Statement of Service		Army Adjutant General		
4. Separation/Discharge Order		Army Adjutant General		
5. Police / NBI Clearance		Municipal Police & NBI		
6. Latest Efficiency Rating (EPEM)		Former unit		
7. Command Clearance		Former PAMU		
8. Statement of Last Payment		FCPA or former unit FSSU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documents	1. Check the completeness of documents	None	5 mins	Attrition, RAD, APMC
2. Appear to PA Re-CAD/Re-Entry and Reinstatement Board for interview	2. The Philippine Army Re-CAD/Re-Entry & Reinstatement Board (PARRRB) shall convene & conducts deliberation.	None	1 day	Board Secretariat
	3. Chairman of PARRRB endorses board resolution to OG1, PA	None	1 day	C, Deliberation Board
	1. The Secretariat will inform the applicant that the board resolution was forwarded to OG1, PA		1 min	Board Secretariat
TOTAL:		None	2 days and 6 minutes	
Service is covered under HPA Letter Directive dated 22 May 2017, Subject; Implementing Guidelines and Procedures of Re-CAD/Re-Entry of Officers and Reinstatement of Former Enlisted Personnel in the Philippine Army				



3. Philippine Army Pre-entry Exams (AFPSAT, AQE & SWE)

It is a pre-qualifying process required for those applying for enlistment and commission in the Philippine Army.

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Those who want to serve in military service.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. School Diploma/TOR/Form 137		Schools (Colleges or Universities)		
2. Birth certificate (PSA)		PSA Offices		
3. 2 Valid ID's		Schools, Govt Agencies, other agencies		
4. PAMU recommendation (Special Enlistment)		PAMUs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register online for AFPSAT or he/she may walk-in at nearest Recruitment Office	1. Screening: <ul style="list-style-type: none"> Document screening for authenticity Validation of names of candidates who registered 2. Once qualified, clients will be given schedules and designated venues to undergo AFPSAT	None	5 Mins	AROs Personnel, APMC
2. Clients report to the designated venue to undergo AFPSAT exam	3. Re-screening: <ul style="list-style-type: none"> Height Documents required for authenticity Identification 4. Proctors will distribute test paraphernalia to the clients.	None	10 Mins	AROs Personnel Duty Proctors
3. Undergo the AFPSAT Exam	5. Prior to start, the Psychometrician will give a briefing pertaining to AFPSAT policy & rules during exam. 6. Commencement of exam	None	2 hours	Psychometrician & Proctors from ATO



	7. After the exam, the Psychometrician gives the examinees update as to when the result be published			
	8. Psychometrician will do the checking within 2 working days and will inform applicants thru text or social media (for those who passed only).		2 days	
4. Claim the AFPSAT result using claim stab	Give/Release Individual Result Form (IRF)	None	3 mins	ATO personnel
5. (For OCC Applicants only) The clients may register online for AQE & SWE or he/she may walk-in at nearest Recruitment Office	9. Validation of AFPSAT IRF of OCC Applicants as requirement. 10. Once qualified, applicants will be given schedule and venue of exam for AQE & SWE.	None	3 mins	ATO & ARO Personnel
6. (For OCC Applicants only) Clients report to the designated venue to undergo AQE & SWE	11. Proctors will distribute test paraphernalia to the clients.	None	3 mins	AROs Personnel Duty Proctors
7. (For OCC Applicants only) Clients undergo AQE & SWE	12. Prior to start, the psychometrician will give a briefing pertaining to the AQE & SWE rules during exam. 2. Commencement of exam: 3. After the exam, the Psychometrician will inform the examinees as to when the result be published	None	2hrs & 35min	C, ATO Psychometricians and proctors from ATO
	Psychometrician and C, ATO will do the checking and inform		2 days	



	applicants the result of their exam thru text or social media			
TOTAL:		None	4 days, 4 hours and 59 minutes	
Army Testing Office Action Plan 2020				

4. Processing for Special Financial Assistance (SFA KIA) –PMS

Processes the request of PA Personnel who were Killed-in-Action (KIA) in relation to their claims for Special Financial Assistance at the Office of the President.

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All PA KIA Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Spot Report and Progress Report - Signed by Commanding Officer – Original Copy		Philippine Army Major Units (PAMUs)		
2. Death Certificate – Original Copy or Certified copy		PSA or LCR		
3. Bonafide Member Certificate and Legal Beneficiary – Original Copy with Seal		Office of the Army Adjutant		
4. Authorization to Deposit– Original Copy		Beneficiary of KIA Personnel		
5. Photocopy of LBP ATM Card – Clear Copy		Beneficiary of KIA Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
KIA Beneficiaries/ PAMUs Liaison to submit complete documentary requirements to Mowel Branch	1. Receives and checks the completeness and authenticity of documents	None	10 mins	Mowel branch
	2. Prepares and submits the recommendation for SFA	None	3 days	Mowel branch
	3. Upon approval of OG1, PA, submit approved recommendation to ODESFA	None	1 day	Mowel branch
	4. Inform the client /liason NCO thru text or phone call that the	None	2min	Mowel branch



	request for SFA was submitted to ODESFA			
	5. Monitoring	None		Mowel Branch
TOTAL:		None	4 days and 12 minutes	
Service is covered under Memorandum of Agreement (MOA) notarized last 17 March 2017 with Subject: The Comprehensive Social Benefits Program (CSBP) for the AFP/PNP Battle/Duty Casualties and their Dependents.				

5. Processing for House and Lot Remuneration (LHR) – PMS

Processes the request of PA Personnel who were Killed-in-Action (KIA) in relation to their claim for House and Lot Remuneration. The claim can be grant of one housing unit, construction of a housing unit on the beneficiary-family's existing owned lot or provision of cash assistance for an existing unit in need of repair.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Dependents of PA KIA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Spot Report and Progress Report - Signed by Commanding Officer		Philippine Army Major Units (PAMUs)		
2. Death Certificate – Original Copy or Certified copy		PSA or LCR		
3. Bonafide member Certificate and Legal Beneficiary – Original Copy with Seal		Office of the Army Adjutant		
4. Preferred mode of Housing Assistance: Option 1: Grant of lot area of 80 square meters with a floor area of 44 square meters in the AFP Housing sites. Option 2: Construction of housing unit on the beneficiary-existing owned lot. Option 3: Provision of P100,000.00 financial assistance		Beneficiary of KIA Personnel		
CLIENT STEPS	AGENCY ACTION		PROCESSING TIME	PERSON RESPONSIBLE
KIA Beneficiaries/ PAMUs Liaison to submit complete documentary requirements to Mowel Branch	1. Receives and checks the completeness and authenticity of documents	None	10 mins	Mowel branch
	2. Prepares and submits the recommendation for HLR	None	4 hours	Mowel branch
	3. Upon approval of OG1, PA submit approved	None	1 day	Mowel branch



	recommendation to AFPREO			
	4. Inform the client/liason NCO thru text or phone call that the request for HLR was submitted to AFPREO	None	2min	Mowel branch
	Monitoring	None		Mowel Branch
TOTAL:		None	1 day, 4 hours and 12 minutes	
Service is covered under Memorandum of Agreement (MOA) notarized last 17 March 2017 with Subject: The Comprehensive Social Benefits Program (CSBP) for the AFP/PNP Battle/Duty Casualties and their Dependents.				

6. Recruitment of PA Officers (OCC and OPC)

A procedure that will be undergone by aspiring applicants who wish to join the Officer Corps of the Philippine Army.

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Civilian & EP w/ baccalaureate degree for OCC and Inactive Commissioned Reserve Officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original College Diploma		Colleges & Universities		
2. Original Transcript of Records		Colleges & Universities		
3. Birth Certificate (PSA Certified Copy)		PSA Offices		
4. Clearances (local clearances)		Municipal Office		
5. CENOMAR		PSA Offices		
6. Affidavit of Undertaking that has never borne, sired or support a child		Office Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants will proceed and appear to PAOSC	1. AROs will inform qualified applicants for PAOSC 2. RAD will facilitate the PAOSC interview for qualified applicants. 3. After interview, PAOSC will finalized and select list of applicants qualified for PFT.	None	1 day	ARO, RAD & Secretariat of PAOSC



2. Applicants will undergo PFT	4. AROs and RAD will facilitate the PFT & informed applicants for schedules. Further those who passed the PFT will proceed to PME.	None	3 hrs	SSU
3. Applicants will undergo PME	5. RAD will monitor the PME of applicants in coordination with hospitals. Those who will passed the PME will be recommended for PAOAB.	None	-	AGH
4. Applicants will appear to PAOAB for final deliberation.	6. RAD will recommend to PAOAB those who passed the PME & will inform candidates to face the board. 7. PAOAB will select and finalized the list of applicants. 8. After finalizing the list, PAOAB will recommend it to CGPA thru OG1. 9. OG1, PA will facilitate the Appointment Order for OCC and direct APMC to facilitate the Oath Taking ceremony	None	1 day	C,RAD OG1 & PAOAB Secretariat
5. Oath Taking of qualified applicants	10. APMC will inform the qualified candidates and will facilitate the program for oath taking ceremony. 11. OCS, TRADOC will received the qualified students for training.	None	2 days	OG1, APMC & OCS
TOTAL:		None	4 days and 3 hours	
Service is covered under Circular No. 2 GHQ AFP dated 22 Aug 2014; Subject Procurement of Officers in Philippine Army				



Army Personnel Management Center Internal Services



1. Application for 22k, NDA Program and other Scholarship Grants

Processes application of Officers to undergo Masteral Course under the 22K, NDA Program and other Scholarship Grants

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All Active PA Officers who have served 5 yrs continuous active commissioned service and must have at least 5 yrs remaining in the active service reckoned from the date of completion of the course			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit/Chief of Office Recommendation		Unit Office		
2. PER from three (3) latest Commanders		Unit Office		
3. Latest PFT result		SSC, IMCOM PA		
4. DLO Clearance		OAA		
5. Transcript of Records		School		
6. Course Curriculum		School		
7. Certificate from school that he/she will be accepted and will finish the course in two (2) years		School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit docs	Check completeness of documents	None	5 mins	ETB
	Request PA Schooling Board to convene for deliberation	None	5 mins	Chief, ETB, APMC
If selected: Sign Training Contract/School acceptance	Notify concerned personnel and require him/her to sign training contract/ settle school acceptance (RM)	None	10 mins	FTS NCO, ETB, APMC
Submit Notarized Training Contract	Receive Training Contract	None	10 mins	FTS NCO, ETB, APMC
	APMC recommends issuance of A/U order of concerned personnel to HHSBn of the nearest PAMU to his school	None		Chief, ETB, APMC
	Approval/disapproval of A/U of concerned personnel by OG1,PA			Chief, Placement Br, OG1



TOTAL:	None	30 mins	OAA
Service is covered under Circular Nr 3 HPA dtd 16 Jul 2012; Subject: Guidelines, policies and Procedures in the Selection of PA Officers to undertake 22K NDA Program and other similar grants and Utilization of Graduates			

2. Application for Change of AFP Occupational Specialty (AFPOS)

Change of AFPOS to all officers up to 05 (LTC)

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated SOI		Office of Information Management Branch		
2. Personnel Action Form		Unit Office Assigned		
3. Recommendation from Unit Commander		Unit Commander		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to losing Career Adviser	Receive/check the completeness of documents	None	5 mins	Career Adviser
	Philippine Army Change of AFPOS Board deliberation	None	1 day	Sec, PACAB
	Board Chairman endorses board resolution to OG1, PA	None	3 days	
Monitoring	Publish and issue orders	None		G1, PA
TOTAL:		None	4 days and 5 mins	
Service is covered under SOP # 04, HPA Amended Change of Armed Forces of the Philippines Occupational Specialty (AFPOS)				

3. Application for Change of Family Name

Process request of PA Personnel for the Issuance of Orders allowing Changes in their name and Civil Status in all AFP records.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA female Officers & EP			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request duly signed by Unit Commander		Unit Office		
2. Personnel Action Form		Unit Office		



3. Approved Request Permission to marry		Unit Office		
4. Marriage Contract-PSO		PSA Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to MOWEL Branch	Check for the completeness of documents	None	15 mins	Mowel branch
	Received the documents from Admin APMC	None	5 mins	
	Prepares and submit recommendation for chance of Family name and civil status	None	15 mins	Mowel branch
	Forward approved recommendation to OJ1, GHQ	None	1 day	
	Monitoring	None		
TOTAL:		None	1 day 35 mins	
Service is covered under AFP Personnel Directive Nr 03 dtd 20 August 2008.				

4. Application for Command & General Staff Course

Processes application of Officers to be recommended to undergo Command & General Staff Course

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	PA Active Officers with at least a rank of MAJOR (O-4) with a minimum five (5) years remaining in the service reckoned from the date of the CGSC completion			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. PME		AGH		
2. PFT		SSC, IMCOM PA		
3. Qualifying Exam		ALDEC, TRADOC School		
4. PER from last three (3) Commander		Unit Office		
5. Updated SOI (8 copies)		IMB, PA		
6. Security Clearance from G2, PA		G2, PA		
7. Personal History Statement (handwritten/no photocopy) 2 copies		Personnel Itself		
8. DLO, PA Clearance		Office of the Army Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit pertinent documents	Check completeness of documents	None	5 mins	ETB



Qualifying Exam	Administer the QE	None	3 hrs	ALDEC, TRADOC
PFT	Administer the conduct of PFT	None	3 hours	SSC, ASCOM
Medical/Physical Exam	Request for the conduct of Medical/Physical Exam	None	10 mins	AGH
	Conduct of Screening Committee	None	4 hrs	ETB
	Approval/Disapproval	None		
	Conduct Deliberation for the final list to undergo the AFPCGSC Screening Process to be forwarded to OJ1, GHQ	None	4 hrs	ETB/OG1
Training Proper	Request of issuance of temporary duty to AFPCGSC	None	10 mins	ETB/OG1
TOTAL:		None	1 day	
Service is covered under SOP Nr 11 HPA dtd 18 Aug 2020: Subject Screening and Selection of Officers for Admission to Command & General Staff Course (CGSC)				

5. Application for Leave Abroad

Process request of PA Personnel for the Issuance of Orders allowing them to spend their leave outside the country

Office or Division:	APMC	
Classification:	Simple	
Type of Transaction:	G2G - Government to Government	
Who may avail:	All active PA Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Accomplished Personnel Action Form		Unit Office
2. Updated Leave Record		Office of the Army Adjutant
3. Certification that the applicant will not request for separation/reversion while on abroad (signed by the requesting party and administered by admin Officer		Unit Office
4. Affidavit that the applicant has enough fund to support his/her travel abroad (signed by the requesting party and administered by admin Officer)		Unit Office
5. DLO & G2, PA Clearance		Office of the Army Adjutant
6. Photocopy of VISA & Passport		Personnel Itself
6. Accident & Health Insurance		Hospital



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to MOWEL Branch	Check for the completeness of documents	None	15 mins	Mowel branch
	Received the documents from Admin APMC	None	5 mins	
	Prepares and submit recommendation for Application of leave abroad	None	3 hrs	Mowel branch
	Monitoring	None		
TOTAL:		None	3 hours 20 mins	
Service is covered under policies and directives (AFPRG 131-272 GHQ AFP dtd 10 March 2000)				

6. Application for Local Schooling (Service Course)

Processes applications of PA Personnel to undergo local schooling for career and Specialization Courses

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Updated SOI		Office of the Army Adjutant		
4. Medical Certificate		Military Hospital		
5. Clearances (DLO,PA)		Office of the Army Adjutant/Div Adj		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PAMU G1 will submit list of recommendees	Consolidate recommended list	None	10 mins	Local Trng, NCO
	Publication & dissemination of Training Directive from OG8, PA	None	2 mins	
	Send rad msg to PAMUs re initial list of students	None	2 mins	Director, APMC
Request deferment/ replacement	Deliberate request	None	1 ½ hour	CMD
	Send rad Msg re Final List of Students	None	2 mins	Director, APMC



	Issuance of A/U Order of students to TRADOC	None	2 mins	Director, APMC
TOTAL:		None	2 hours	
Service is covered under Training Directive per Training Cycle by OG8, PA				

7. Application for Readjustment of Ranks of PA Enlisted Personnel

Deliberate all candidates for Readjustment or Reversion of Ranks of all EP holding temporary ranks

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Recommendation from Unit Commander		PAMU/ Chief of Offices		
2. Latest permanent promotion		Office of the Army Adjutant		
3. Temporary promotion order		Office of the Army Adjutant		
4. Declaration of graduate		Training School		
5. Profex Result		Office of the Army Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PA Enlisted Personnel	Check completeness of documents; Determine validity of request;	None	5 mins	Promotion Br, APMC
	Prepares the schedule for board	None	10 mins	Secretary, PA EPPB "C"
	Conduct of board deliberation	None	30 mins	Promotion Br, EPRRRB
	Send STL to OG1, PA with the board resolution	None	15 mins	Promotion Br, G1, PA
	Monitoring	None	-	Promotion Br, G1, PA
TOTAL:		None	1 hour	
This service is covered under HPA IGRR dated 2019				

8. Application for Reassignment/assignment of Officers/EP

Facilitate the placement of Philippine Army Personnel to Philippine Army major Units based on organizational needs and career path of Philippine Army Personnel.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		



1. Request from Unit		Concerned Unit		
2. Availability for transfer (PAF 110) signed by Current Commander, PAMU		Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit request from Unit	Receive documents and other reference	None	5 mins	Plmt, Branch
	Send radio message to concerned Unit	None	1 day	OCAD/EPCAD/PLMT
	Received comment/answer from Concerned Unit	None	10 min	Plmt Br , APMC
	For EP: -If agreed by losing and gaining Unit, make DF for approval of Director. - if with objection inform the requesting Unit	None	1 day	EPCAD/Plmt Br , APMC
	For Officer: -If agreed by losing and gaining Unit, make DF recommendation to G1, PA. - if with objection inform the requesting party	None		OCAD, APMC
Get Orders from OAA	Publish/issue orders	None	15 mins	OAA
TOTAL:		None	2 days and 30 mins	
Service is covered under HPA Directive: Rotation of Philippine Army Personnel and the Disposition of Personnel and PA TOE S- 2018				

9. Application for Schooling Abroad

Processes applications of PA Personnel to Undergo Foreign Training on countries with Invitation for Foreign Courses.

Office or Division:	APMC
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen
Who may avail:	All active PA personnel who have served a minimum continuous commissioned/enlisted military service of three (3) years, except for officers from the Technical and Administrative Services, and officers recommended for foreign Basic Career Courses and



	highly Technical Courses, or with at least 5 years remaining in active service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Unit/Chief of Office Recommendation		Unit Office		
2. PER from three (3) latest Commanders		Unit Office		
3. Latest PFT result		SSC, IMCOM PA		
4. Updated SOI		Office of the Information Management Branch		
5. Command Clearance		G2, PA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit docs	Checks completeness of documents	None	5 mins	ETB
	Request PA Schooling Board to convene for deliberation	None	5 mins	Chief, ETB, APMC
<u>If Selected:</u> Sign Training Contract	Notify concerned personnel and require him/her to sign training contact (RM)	None	10 mins	FTS NCO, ETB, APMC
	APMC recommends A/U to HHSG,PA of concerned personnel to OG1,PA	None	10 mins	Chief, ETB, APMC
Training Proper		None	30 mins	
TOTAL:		None	1 hour	
Service is covered under Circular Nr 5 HPA dtd 05 Nov 10; Subject: Selection of AFP Military Personnel for Foreign Training and Utilization of the Graduates				

10. Application for Special Promotion and Confirmation of Rank of PA Enlisted Personnel

Deliberate all candidates for Special Promotion as recommended by Unit Promotion Boards.

Office or Division:	APMC		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All active EP recommended by PAMU Commanders for Special Promotion		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Recommendation from PAMU Cmdr (POS, MP, PPA/GUAsEPY, PFR, PEPFCAD, AP, PP, PACT)		PAMU/PA Chief of Offices	
2. After Encounter report with Task Organization (MP/PP)		Unit/Office	



3. Latest Permanent Promotion Orders (POS, MP, PPA/GUAsEPY, PFR PEPFCAD, AP, PACT, PP-under normal circumstances)	Office of the Army Adjutant			
4. PTIS and certification for G2, PA (for Neutralized Personalities) (MP)	FSSU, ASCOM, PA/ OG2, PA			
5. Career Course (POS,MP, PPA/GUAsEPY, PFR, PEPFCAD, PACT, PP-under normal circumstances)	Training School			
6. DLO, PA Clearance (POS, MP, PPA/GUAsEPY, PFR, PEPFCAD, AP, PP, PACT)	OAA			
7. Death Certificate (PP)	Unit Office			
8. Updated SOI (POS, MP, PPA/GUAsEPY, PFR, PEPFCAD, AP, PP, PACT)	Office of the Army Adjutant			
9. G2, PA Clearance (MP)	OG2, PA			
10. PROFEX (PFR)	OAA			
11. Personal Action Form (AP)	Unit Office			
12. PSA Birth Certificate (AP)	Unit Office			
13. ETE Order/Extension (AP)	Division Adjutant/ OAA			
14. PER (AP)	Unit Office			
15. SOS from Adjutant (AP)	Office of the Army Adjutant			
16. Original Diploma/transcript of Records (POS)	EP/ Unit			
17. Certificate from PRC indicating “Only Once” or “First Take” or Cert from school registrar (for graduates of Masters and Doctorate of Law)	PRC Office/ School Registrar			
18. Cert fr PSC that the event was sanctioned by them	PSC			
19. Demotion Order (PFP)	OAA			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit pertinent documents to EP Promo “C”	Check completeness of documents; Determine if request is valid;	None	5 mins	Promotion Br, APMC
	Prepares the schedule for Board deliberation	None	10 mins	Secretary, PA EPPB “C”
	Conduct of board deliberation	None	30 mins	Promotion Br, APMC
	Send STL to OG1, PA with the Board Resolution	None	15 mins	Promotion Br, G1, PA
	Monitoring	None		



TOTAL:	None	1 hour	
This service is covered under HPA IGRR dated 2019			

11. Confirmation of Discharge with Complete Disability Discharge (CDD)

This service aims to process pertaining to confirmation of Discharge with complete Disability Discharge

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Certificate of CDD		Military Hospital		
2. Worksheet duly signed by the Surgeon General		VLUNA AFP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	Attrition NCO, RAD, APMC
	Make STL to be signed by Director, APMC	None	3 hours	Chief, RAD, APMC
	Sends STL to OG1	None	1 day	Director, APMC & RAD
Gets Order	Publish and issue orders	None	20 mins	OAA
TOTAL:		None	1 day, 3 hours and 25 mins	
Service is covered under DND Circular Number 02 Dated 22 February 2019; Subject Implementing Guidelines, Rules and Regulations on Attrition System in the Armed Forces of the Philippines.				

12. Confirmation of Honorable Discharge of Enlisted Personnel

This service aims to process the application for confirmation of honorable discharge of Enlisted Personnel

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	PA EP honorably discharged by PAMUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from Commander PAMUs				
2. Discharge order from Mother Unit		Former Unit Assigned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	Attrition NCO, RAD, APMC
	Make STL to be signed by Director, APMC	None	3 hours	Chief, RAD, APMC
	Sends STL to OG1	None	1 day	Director, APMC & RAD
Gets Order	Publish and issue orders	None	20 mins	OAA
TOTAL:		None	1 day, 3 hours and 25 mins	
Service is covered under Cir Nr 17 GHQ AFP dtd 02 Oct 87; Subject: Administrative Discharge Prior to Expiration of Term of Enlistment				

13. Confirmation of Trainee Service for the Purpose of Retirement/ Separation Benefit Claims

This service aims to process pertaining to confirmation of trainee service for the purpose of retirement separation benefit claims

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	PA Active EP who lacks of Call to Military Training Order or Termination of Trainee Svc Order			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request form Unit Commander		Unit		
2. Training Service Orders		Office of the Army Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	Attrition NCO, RAD, APMC
	Make STL to be signed by Director, APMC	None	1 day	Chief, RAD, APMC
	Sends STL to OG1	None		Director, APMC & RAD
Gets Order	Publish and issue orders	None	3 days	OAA
TOTAL:		None	4 days 5 mins	
Service is covered under HPA Letter Directive dtd 26 June 2015; subject Implementing guidelines in the Recruitment of Candidate Soldier in the Philippine Army.				



14. Extension of Expiration of Term of Enlistment (ETE)

This Service aims to process pertaining to extension of Expiration of term of Enlistment

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Latest re-enlistment order		Former Unit Assigned		
2. Medical certificate		Military Hospital		
3. Admission order		Military Hospital		
4. Request from unit/hospital		Unit Assigned		
5. Statement of Service (SOS)		Office of the Army Adjutant		
6. Latest Appraisal Rating (OAR)		Unit Office		
7. Personnel Action Form (PAF)		Unit Office		
8. Latest Promotion order		Office of the Army Adjutant		
9. G2 Clearance from OG2, PA		Office of the Army Adjutant		
10. PSA CRS # 5		PSA Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	RAD, APMC
	Make STL to be signed by Director, APMC	None	15 mins	Chief, RAD, APMC
	Sends STL to OG1, PA for approval	None	15 mins	Director, APMC
Gets Order	Publish and issue orders	None	2 days	OAA
TOTAL:		None	2 days 20 mins	
Service is covered under HPA Letter Directive dated 01 Nov 2004 Subject Extension				

15. Processing for Special Financial Assistance (SFA WIA) –PMS

Processes the request of PA Personnel who were Wounded-in-Action and Dependents of PA Personnel who were killed-in-Action (KIA) in relation to their for the Special Financial Assistance at the Office of the President.

Office or Division:	APMC		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All PA WIA Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Medical Certificate from Major Service Surgeon (Major or Minor)- Original Copy		Military Hospital	
2. Spot/Incident Report originally signed by Battalion Commander or his equivalent		Police Report	



3. Certification from Major Service Adjutant indicating beneficiaries/and or bonafide membership of PA- Original Copy		Division Adjutant		
4. Authority to deposit- Original Copy		Personnel Itself		
5. Photocopy of LBP ATM Card		Personnel Itself		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
KIA Beneficiaries, WIA PAMUs Liaison	Receive and checks the completeness and authenticity of documents	None	10 mins	Mowel branch
	Prepares and submit the recommendations for SFA	None	1 day	Mowel branch
	Upon approval of OG1, PA submit approved recommendations to ODESFA	None	1 day	Mowel branch
	Monitoring	None		Mowel Branch
TOTAL:		None	2 days 10 mins	
Service is covered under SOP Nr 2 GHQ dtd 3 Oct 2017; Subject; Comprehensive Social Benefit program for AFP battle Casualties and MOA on Comprehensive Social Benefit Program				

16. Processing of Awards and Decorations

Process request for awards and decorations of PA Personnel by checking the completeness, correctness, appropriateness and authenticity of documents before endorsing to the Philippine Army Awards and Decorations board for deliberation. Approved Major Awards will be processed further for the endorsement of CG, PA to the AFP Awards and Decorations board, while approved minor awards will be processes for the issuance of orders in the Office of the Army Adjutant.

Office or Division:	APMC		
Classification:	Simple		
Type of Transaction:	G2G - Government to Government		
Who may avail:	All active PA Personnel recommended by their unit commanders for valuable achievement, exemplary performance of duty and excellent services rendered		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Recommendation from Unit Commander		Unit Office	
2. Proposed Citation		APMC PA	
3. Other supporting documents (After Battle Report)		Personnel Itself	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to MOWEL Branch	Receive and checks the completeness and authenticity of documents	None	10 mins	Mowel branch
	Request the PA Awards and decorations board to convene for deliberation	None	10 mins	Mowel branch
	If approved by the board, Director APMC endorses board resolution to OG1, PA	None	2 days	
	Receives the approved board resolution for awards and decorations	None	10 mins	Mowel branch
	Prepares and submit the request for issuance of orders	None	15 mins	Mowel Branch
	Monitoring	None		
TOTAL:		None	2 days 45 mins	
Service is covered under AFP G131-05 Awards and Decorations Handbook dtd 26 June 2014				

17. Professional Examinations (PROFEX)

Process on administration of Proficiency examination who are applying for Promotion and Reenlistment.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Military I.D.		Personnel itself		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Registration	Check the identification & records the MOS of the examinee for numbering of test booklet	None	5 mins	ATO, APMC



Proceed to testing room	<ul style="list-style-type: none"> - Distribute the test booklets & answer sheets - Assign codes to the answer sheet for the examinees - Conduct orientation/dissemination of the examination procedures 	None	30 mins	ATO, APMC
Exam Proper	Administer the examination	None	2 hrs	ATO, APMC
Submit answer sheet to the proctor	Check the answer through optical reading machine	None	20 mins	ATO, APMC
Gets Orders	Publish and issue orders		30 mins	OAA
TOTAL:		None	3 hrs and 35 minutes	
Service is covered under HPA SOP Number 2 dated 28 February 2017; Subject Proficiency Examination for Enlisted Personnel				

18. Promotion of Enlisted Personnel

The Promotion board created to deliberate and pass upon all candidates recommended by Unit Promotion Boards for grades E3 up to E9 to include promotion to grade E2 of EP assigned at GHQ/AFPWSSUs/UCs. It also functions as the Review and Evaluate Board for Grades E3 to E9.

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Declaration of Graduates (Career Course)		Training School		
2. Promotional data		PAMU/ PA Chief of Offices		
3. Profex Result		Office of the Army Adjutant		
4. Latest Permanent Promotion		Office of the Army Adjutant		
5. Designation and Unit TO		Unit Office		
6. DLO,PA Clearance		OAA		
7. G2,PA Clearance		OG2, PA		
8. Unit/Chief of Office Recommendation		PAMU/ PA Chief of Offices		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
PA Enlisted Personnel	Check completeness of documents;	None	5 mins	Promotion Br, APMC



	Determine validity of request;			
	Prepares the schedule for board	None	10 mins	Secretary, PA EPPB "B"
	Conduct of board deliberation	None	1 hr	Promotion Br, APMC
	Send STL to OG1, PA with the board resolution	None	15 mins	Promotion Br, G1, PA
	Monitoring	None		Promotion Br, G1, PA
	Validates the issued orders from OAA	None	1 hr	OAA
TOTAL:		None	2 hours and 30 mins	
Service is covered under HPA IGRR dtd 19 May 2019				

19. Promotion of Officers from O1 to O5

The Different PASBs shall ensure that only the best qualified are promoted in accordance the existing rules, policies, procedures and guidelines governing the promotion in grade of all Officers in the active service of the AFP

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active PA Officer Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Updated SOI (O1-O5)		IMB, OAA		
2. Declaration of Graduates (O1 & O3)		Training School		
3. APE & Medical Certificate from Army C, Surgeon (O1-O5)		Army Chief Surgeon Office		
4. PER (O1-O5)		Unit Office		
5. Commanders Evaluation Report (O3-O5)		Unit Office		
6. Executive Summary (O3)		Unit Office		
7. SOT Orders (Reserve Officers)		Training School		
8. Clearances		Personal		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Make radio message to all concerned officers re the schedule of interview and documents to be submitted	None	5 mins	PA Promo Board "A-D"
Submit pertinent documents to	Check completeness of documents/	None	5 mins	PA Promo Board "A-D"



respective Promo Boards "A-D"	Determine validity of documents			
Undergo Interview (VTC)	Conduct interview by Respective Board	None	30 mins	PA Promo Board "A-D"
	Board Deliberation	None		PA Promo Board "A-D"
	Send STL to OG1, PA with the Board Report	None	15 mins	Respective Boards
	Submission of Board Report to OJ1, GHQ	None	15 mins	Respective Boards
	Monitoring	None	-	Promotion Br/ Respective Boards
TOTAL:		None	1 hour and 10 mins	
Service is covered under Circular No 3 GHQ AFP dtd 19 Feb 2016				

20. Readjustment of Ranks of EP with Inactive Reserve Officer Status and/or as Licensed Professionals

This Service aims to process pertaining to readjustment of ranks of EP with Inactive Reserve Officers status and/or as Licensed Professionals

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All concerned PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1.Recommendation from his/her PAMU Commander		Unit Office		
2. Enlistment Order		Office of the Army Adjutant		
3. Appointment as Inactive 2LT		Office of the Army Adjutant		
4.Certification from PRC for passing the Gov't Licensure Exam		PRC Office		
5. Certification of non-pending case		Unit Office		
6. G2, PA Clearance		Office of the Army Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	Attrition NCO, RAD, APMC
	Make STL to be signed by Director, APMC	None	3 hours	Chief, RAD, APMC
	Sends STL to OG1	None	1 day	Director, APMC & RAD
Gets Order	Publish and issue orders	None	20 mins	OAA
TOTAL:		None	1 day, 3 hours and 25 mins	
Service is covered under HPA Letter Directive dated 30 July 2012				



21. Termination and Enlistment of Candidate Soldiers

This service aims to process pertaining to termination and enlistment of Candidate Soldier

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All concerned PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request from the unit		Training School		
2. Declaration of Graduates from BMT		Training School		
3. Block of AFPSN		RAD, APMC		
4. STL with attach draftee Order of Termination & Enlistment		RAD, APMC		
5. Order of Merit from Specialization Course		Training School		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit documents to RAD, APMC	Receive/ Check the completeness of documents	None	5 mins	RAD, APMC
	Make STL to be signed by Director, APMC	None	30 mins	
	Forwards STL to OG1, PA for approval	None	2 hours	Director, APMC
	Verification	None	5 days	G1, PA
	<u>if approved:</u> Forward approved communication to OAA for issuance of orders <u>if disapproved:</u> Notify concerned units why request was disapproved	None		
Gets Order	Publish and issue orders	None	2 days	OAA
TOTAL:		None	7 days 2 hours and 35 mins	
Service is covered under HPA Letter Directive dtd 26 June 2015; subject Implementing guidelines in the Recruitment of Candidate Soldier in the Philippine Army.				



22. Transition Assistance Program Services

Facilitate the smooth transition of retiring or separating military personnel to civilian life. These Services provided include Pre-Separation Planning, Vocational and Technical skills training (VTSTA), Job Search Assistance (JSA) and Business Livelihood or Enterprise development assistance (BLEDA)

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All retiring and Separating PA Personnel, Honorably Discharged Personnel and Dependents of KIA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Recommendation from PAMU		PAMU		
2. Personnel Action Form		Unit Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Retiring and Separating personnel	Conduct interview	None	10 mins	TAP APMC
	Prepares and request the conduct of TAP Pre separation and retirement planning workshop	None	30 mins	TAP APMC
	Conduct of TAP Pre separation and retirement planning workshop	None	4 days	TAP APMC
	Recommends for Training to stakeholders	None	30 mins	TAP APMC
	Monitoring	None		
TOTAL:		None	4 days 1 hour and 10 mins	
Service is covered under AFP Circular #3 dated 27 June 2011 and PA letter directive on TAP dated 06 December 2013				

23. Updating to PAOSLL

Consolidate all orders and appeal letters to update worksheets on a quarterly basis

Office or Division:	APMC			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All active Officer PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Promotion Order		OTAG		
2. Appointment Order		OTAG		



3. Retirement Order	OTAG			
4. Separation Order	OTAG			
5. Amendment Order	OTAG			
6. Change of Family Name Order	OTAG			
7. Change of AFPOS Order	OAA			
8. Appeal letters	Concerned Personnel			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Officers (Regular and Reserve)	Check completeness of documents	None	5 mins	SLL NCO, Promotion Br, APMC
	Prepares the schedule for PA Officer SLL Board deliberation	None	10 mins	Secretary, PA Officer SLL Board
	Conduct of Board Deliberation	None	2 hrs	Secretary, PA Officer SLL Board
	Send STL to OG1, PA with the Board Resolution	None	15 mins	SLL NCO, Promotion Br, APMC
	Monitoring	None	-	SLL NCO, Promotion Br, APMC
	Publication and distribution of PAOSLL to GHQ and PAMUs	None	2 days	Promotion Br, APMC
TOTAL:		None	2 days, 2 hrs & 30 mins	
Service is covered under EO 138 & RA 291				



Accounting Services Philippine Army External Services



1. Payment of Labor and Wages to Contract of Service or Job Order Workers

Payment for the services rendered of Contract of Service (COS) or Job Order Contracts (JOCs) hired by Philippine Army Major Units to augment the Civilian Human Resources workforce.

Office or Division:	Headquarters ASPA or Field Accounting Units			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Contract of Service or Job Order Workers			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Unit Assignment of COS and JOCs	
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)/Advice of Allotment (AA)/Notice of Fund Allocation (NFA)				
4. Copy of Notarized Appointment/Job Order Contract				
5. Approved Daily Time Record				
6. Income Sworn Declaration covering the current year			COS/JOCs	
7. Accomplished BIR Form 0605 with stamped received from BIR or Proof of Payment				
8. BIR Form 1901 (Application for Registration) for claimants without TIN Number				
9. Accomplishment Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ¹	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents	None	3 minutes	Receiving Staff of Disbursement Branch

¹ Only transactions under Regular Agency Fund are subject to FMIS process.



	based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

2. Payment of Legal and Medical Retainer Fee

2.a. Legal Retainer

Payment on services rendered by a legal professional to Philippine Army Major Units under a valid retainer agreement.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	Professional Lawyers
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Unit Assignment of the Professional



2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)				
4. Copy of Notarized Retainers Contract (not exceeding one year, between the PAMU and the professional)				
5. Approved Daily Time Record				
6. Written approval from Office of the Solicitor General or Office of the Government Corporate Counsel (OCGG)		OSG/OCGG		
7. Board Resolution authorizing the hiring of private lawyer or law firm		Unit Assignment of the Professional		
8. Certificate of availability of funds duly verified by the Audit Team Leader				
9. Board Resolution authorizing the concerned government personnel/official to enter into contract.				
10. Approved Payroll				
11. Written concurrence of COA, if not exempted under COA Circular No 2021-003 dated July 16, 2021.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	obligation in index of payment.			
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL		Fees Paid: 0.00	30 minutes	

2.b. Medical Retainer

Payment on services rendered by a medical professional to Philippine Army Major Units under a valid retainer agreement.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Professional Doctors		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit Assignment of the Professional		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)				
4. Copy of Notarized Retainers Contract (not exceeding one year, between the PAMU and the professional)				
5. Approved Daily Time Record				
6. Board Resolution authorizing the concerned government personnel/official to enter into contract.				
7. Approved Payroll				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



3. Payment of Retirement/Separation/Death Benefits

3.a. Terminal Leave Benefits or Separation Gratuity

Payment of unused leave credits converted to cash as claim due to retirement or separation, equivalent to base pay and long pay based on permanent grade held before retirement or separation of Military Personnel or Civilian Human Resource.

Office or Division:	Headquarters ASPA	
Classification:	Simple Transaction	
Type of Transaction:	G2C – Government to Citizen	
Who may avail:	Retired Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Commutation and Separation Branch, Finance Center Philippine Army
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Order of Retirement		Office of the Army Adjutant
4. Commutation Order		
5. Certified photocopy of appointment/NOSA		
6. Unified Clearance		
7. Service Record		Office of the Army Adjutant for Military Personnel or Civilian Personnel Management Branch, OG1 for Civilian Human Resource
8. Leave/Furlough Records (Original)		
9. Statement of Last Payment		Finance Center Philippine Army
10. Photocopy of Land Bank Account ATM (front only) or deposit slip for initial deposit.		Claimants
11. Statement of Assets, Liabilities and Net Worth		
12. Ombudsman Clearance		Office of the Ombudsman
13. In case of resignation, employee’s letter of resignation duly accepted by the Head of Agency		AC of S for Personnel, G1
Additional requirements in case of death:		
14. Death Certificate issued by PSA		Philippine Statistics Authority
15. Marriage Certificate issued by PSA		
16. Birth Certificate of all surviving legal heirs issued by PSA		Philippine Statistics Authority
17. Waiver of rights of children 18 years old and above		Claimant
18. Decree of Final Distribution in case of dispute over claims by several parties of interest.		Office of the Army Judge Advocate
Additional requirements in case of deduction of accountability and loan from the amount of claim:		
19. Authorization to deduct the overpayment of pay and allowances		Claimants



20. Certification of Outstanding PAFCPIC, ACDI and/or AFPSLAI Loan			Financial Institutions (e.g., PAFCPIC, ACDI, AFPSLAI)	
21. Deed of Assignment/Authorization to deduct existing PA Provident Fund Loan			Philippine Army Provident Fund	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant



	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

3.b. Special Financial Assistance

Payment to legal beneficiaries of government forces killed or wounded in legitimate military operations.

Office or Division:	Headquarters ASPA			
Classification:	Simple Transaction			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Military Personnel Legal Beneficiaries			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Finance Center Philippine Army	
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Statement of Last 12 Months Earnings				
4. Spot Report/Progress Report/Casualty Report			Unit Assignment of Deceased Personnel	
5. Summary of Information (SOI)			Office of the Army Adjutant	
Additional requirements in case of beneficiaries not indicated in SOI:				
6. If the claimant is the spouse, a copy of their marriage certificate			Philippine Statistics Authority	
7. If the claimant(s) are the deceased person's parents, a copy of birth certificate of the deceased.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch



	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
	TOTAL:	Fees Paid: 0.00	30 minutes	

3.c. Funeral Expenses

Payment of a maximum allowable amount of ₱80,000.00 for the funeral services of every deceased military personnel, regardless of rank, chargeable against (01) PS Funds, and is exclusive of the mandatory benefits due to every deceased AFP personnel in accordance with existing laws.

Office or Division:	Headquarters ASPA or Field Accounting Units		
Classification:	Simple Transaction		
Type of Transaction:	G2C – Government to Citizen		
Who may avail:	Military Personnel Legal Beneficiaries		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit;		Unit Assignment of Deceased Personnel	



Copy 3 – Accounting Unit; Copy 4 – Payee.				
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Spot Report/Progress Report/Casualty Report (Battle Death)				
4. Copy of Advice of Sub-Allotment				
5. Certificate of Line of Duty (Non-Battle Death)				
6. Certificate from unit commander that death is service related (Non-Battle Death)				
7. Medical Report (Non-Battle Death and if died in hospital)				
8. Death Certificate of the Personnel				
			Hospital where the personnel was brought/confined	
			Philippine Statistics Authority	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward	None	5 minutes	Processing Staff of Bookkeeping Branch



	FMIS ORS/DV record for validation and assign cash allocation.			
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

3.d. Burial Allowance

Payment to legal beneficiaries of deceased Military Officers and Enlisted Personnel of the AFP died upon injuries received or sickness contracted in the performance of duty (P.D. 1496).

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Military Personnel Legal Beneficiaries		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Report of Death (Regardless of nature of death)		Pension and Gratuity Assistance Branch, Office of the Army Adjutant		
4. Death Certificate		Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account.	documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



4. Payment of Taxes, Premiums and Other Fees

4.a. GSIS Insurance

Insurance payments for Philippine Army recorded buildings and motor vehicles.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to GOCCs		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Requesting Unit/Unit Designated Staff		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)				
4. Copy of Insurance Policy from Government Service Insurance System or Insurance Premium Quotation.		GSIS		
Additional requirements in case property, plant and equipment are not recorded in the books:				
5. For infra-asset, Report of Physical Count of PPE		Field Property Accountability Office		
6. For PPE other than infra-asset, Property Acknowledgement Receipt				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch



	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

4.b. LTO Registration

Payment for the renewal of license registration of Philippine Army recorded motor vehicle.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Requesting Unit/Unit Designated Staff
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub-Allotment (ASA)		
4. Quotation from Land Transportation Office or Copy of last issued Official Receipt of Registration/Certificate of Registration.		LTO or Requesting Unit/Unit Designated Staff



Additional requirement in case that the vehicle is registered not in the name of Philippine Army:				
5. Deed of Donation/Sale			Requesting Unit/Unit Designated Staff	
6. Certification from Field Property Accountability Office that the PPE were included in RCPPE.			Field Property Accountability Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



4.c. Fidelity Bond Premium

Payment for the bond premium of Philippine Army accountable officers to Bureau of Treasury.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Accountable Officers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Unit Assignment of Accountable Officer/Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	
3. Copy of Advice of Sub-Allotment (ASA)	
4. Designation Order as Accountable Officer	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	index of payment.			
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5. Payment of Telephone or Communication Expenses

Payment of internet, landline, mobile and cable subscription to service providers catering Philippine Army Major Units.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Requesting Unit/Unit Designated Staff
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub-Allotment (ASA)		
4. Certification signed by unit chief of office that the person is currently assigned to the unit and the billed amount was utilized by the unit (If SOA/Bill not in the name and address of unit).		
5. Statement of Account (SOA)/Billing		Service Provider
Other supporting document when applicable:		
6. Certification by Head Agency or his authorized representatives that all National Direct Dial (NDD), National Assisted Calls and International Operator Assisted Calls are official calls.		Requesting Unit/Unit Designated Staff
7. Authority from Head of Agency for entitlement to mobile phone allowance.		



8. Certification from the Chief Accountant and Property Officer that the employee was not issued a postpaid plan for mobile phone.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



6. Payment of Utility Expenses

Payment of electric and water bill to service providers catering Philippine Army Major Units.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government/GOCCs		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Requesting Unit/Unit Designated Staff		
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA).				
4. Statement of Account (SOA)/Billing in the Name and Address of PAMUs		Service Provider		
Other supporting document when applicable:				
5. Certification signed by unit chief of office, if SOA/Billing is not in the name and address of PAMUs: a. That the person is currently assigned to the unit; and b. That the billed amount was utilized by the unit.		Requesting Unit/Unit Designated Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ²	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch

² Only transactions under Regular Agency Fund are subject to FMIS process.



	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

8. Release of Performance Security

Release of the performance security collected from contractor and deposited to Agency Government Depository Bank of Philippine Army or Bureau of Treasury, after the contractor has faithfully fulfilled all obligation indicated in the contract.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Implementing Unit



2. Certificate of Final Acceptance			Technical Inspection and Acceptance Committee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and checks the completeness of supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Journal Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Journal Branch
	4. Final review, validate FMIS DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	5. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	25 minutes	



9. Release of Retention Money

Release of retention money withheld from contractor/s after the lapsed of warranty period specified in the contract.

Office or Division:	Headquarters ASPA or Field Accounting Units			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Philippine Army Major Units			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Implementing Unit	
2. Certificate of Final Acceptance			Technical Inspection and Acceptance Committee	
3. Warranty security in form of cash, bank guarantee, irrevocable standby letter of credit from a commercial bank, GSIS or surety bond callable in demand, if the supplier or contractor chooses to claim the retention money before the warranty period has expired.			Contractor/s	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and checks the completeness of supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	4. Forward FMIS DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

10. Remittance to Financial Institutions and Government Agencies

Remittance to private or government entities of the amount withheld from the salary of Philippine Army personnel representing, cash or property loan, savings, and mandatory deductions.

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2G or G2B – Government to Government /Business		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Consolidated Summary of Remittance from Field Service Finance Office				
4. Summary of Deductions from Field Service Finance Office				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting	None	3 minutes	Receiving Staff of Disbursement Branch



	documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

11. Transfer of Funds for the Implementation of Non-Procurement Related Activities

11.a. Projects Other than Infrastructure

Fund transfer to Local Government Units/National Government Agencies/Government-owned and/or Controlled Corporations for the implementation of non-infrastructure projects aside from procurement activities.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government/GOCCs/LGUs
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit from which the funds were sourced		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)				
4. Copy of duly signed Memorandum of Agreement/Trust Agreement or its equivalent				
5. Approved Project Expenditures or Estimated Expenses indicating the project objective and expected output				
6. Certification by the Chief Accountant that funds previously transferred have been liquidated and accounted for in the books.		Accounting Service Philippine Army		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

11.b. Infrastructure Projects

Fund transfer to Local Government Units/National Government Agencies/Government-owned and/or Controlled Corporations for the implementation of infrastructure projects aside from procurement activities.

Office or Division:	Headquarters ASPA	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government/GOCCs/LGUs	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit from which the funds were sourced
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub-Allotment (ASA)		
4. Copy of duly signed Memorandum of Agreement/Trust Agreement or its equivalent		
5. Certification that funds previously transferred have been liquidated and accounted for in the books.		Accounting Service Philippine Army
6. Copy of Program of Works		Unit from which the funds were sourced
7. Copy of TCT of the land where the project will be built		Implementing Agency
8. Certification from the implementing agency that the site is clear from impediments, e.g., informal settlers, legal claims of property ownership by other claimants, mountain obstruction, right of way.		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



12. Transfer of Funds for the Implementation of Procurement Related Activities

12.a. Procurement Service-DBM (Negotiated Procurement 5.3.5)

Fund transfer for the procurement of common-used supplies of Philippine Army Major Units.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Implementing Unit/End-User		
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)				
4. Annual Procurement Plan (APP)/Supplementary Procurement Plan (SPP) and Project Procurement Management Plan (PPMP)				
5. Requisition and Issue Slip (RIS-NIS)				
6. Unit Procurement Request (UPR)				
7. Certification that funds previously transferred have been liquidated and accounted for in the books.		Accounting Service Philippine Army		
8. Agency Procurement Request (APR)		Implementing Unit/End-User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ³	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and	None	3 minutes	Receiving Staff of Disbursement Branch

³ Only transactions under Regular Agency Fund are subject to FMIS process.



	assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

12.b. Procurement Service-DBM with Amended Agency Procurement Request (APR)

Procurement of common-used of Philippine Army Major Units with amended APR to utilize the remaining unliquidated balance of fund transfer.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
1. Amended Agency Procurement Request	Implementing Unit/End-User
2. Delivery Receipt of Partial Deliveries	



3. Copy of Check Issued				
4. Copy of Disbursement Voucher				
5. Unit Procurement Request				
6. Copy of Initial Agency Procurement Request				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives the APR and assign control number.	None	2 minutes	Receiving Staff of Disbursement Branch
	2. Process the received APR.	None	5 minutes	Processing Staff of Disbursement Branch
	3. Initial review for completeness and propriety of supporting documents.	None	3 minutes	Chief of Disbursement Branch
	4. Final review and sign the amended APR.	None	3 minutes	Chief Accountant/ Field Accountant
	5. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

12.c. Government Arsenal

Fund transfer to produce basic weaponry and ammunition of the Philippine Army.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Implementing Unit/End-User
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)		



4. Annual Procurement Plan (APP)/Supplementary Procurement Plan (SPP) and Project Procurement Management Plan (PPMP)				
5. Requisition and Issue Slip (RIS-NIS)				
6. Unit Procurement Request (UPR)				
7. Certification that funds previously transferred have been liquidated and accounted for in the books.			Accounting Service Philippine Army	
8. Agency Outsourcing Request (AOR)			Implementing Unit/End-User	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ⁴	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch

⁴ Only transactions under Regular Agency Fund are subject to FMIS process.



	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

12.d. Foreign Military Sales (FMS) Projects

Transfer of funds covered under the Letter of Offer and Acceptance for the purchase of C4S Mission Essential Equipment between the Armed Forces of the Philippines and the Joint United States Military Assistance Group (JUSMAG).

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Implementing Unit/End-User	
2. Obligation Request and Status (ORS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub-Allotment (ASA)				
4. Letter of Offer and Acceptance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account. ⁵	of the supporting documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

⁵ Only transactions under Regular Agency Fund are subject to FMIS process.



13. Validation of Obligation and Payment for Consultancy Services Undertaken through Public Bidding

Validation and payment on services rendered during operation of concerned military units through Philippine Army Procurement Centers directly made to legal suppliers (One Million and above).

13.a. Phase 1: Validation of Obligation

Issuance of Certificate of Availability of Funds after validation of supporting documents.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)		Implementing Unit
2. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)		
3. Unit Procurement Request		
4. Pre-procurement Conference for ABC>P1M		Philippine Army Bids and Awards Committee
5. Letter to Observer (5 days before the procurement stage)		
6. Bidding Documents		
7. Supplemental/Bid Bulletin (if any)		
8. Invitation to Bid/Request for Expression of Interest: a. Conspicuous Places for 7 days b. PhilGEPS posting for 7 days c. Posting at agency website		
9. Minutes of Pre-bid Conference (ABC>P1M)		Contractor/s
10. Legal, Technical and Financial Documents: a. Bid Security or Bid Securing Declaration b. SEC (Corporation/Partnership); DTI (Sole Proprietorship); CDA (Cooperative) c. Mayor's/Business Permit d. Tax Clearance e. Audited Financial Statements f. JVA or Duly Notarized Statement (If applicable) g. Approach, work plan and schedule h. Omnibus Sworn Statement i. Organizational Chart j. Special Power of Attorney (Sole Proprietorship) or Board/Partnership Resolution		
k. List of Key Personnel to be assigned to the contract to be bid		
11. Warranty of Undertaking		
12. Statement of Compliance		
13. Bid Forms		



14. Abstract of Bid	Philippine Army Bids and Awards Committee			
15. Minutes of Receipt of Opening of Bid Envelopes				
16. Brochure (if applicable)	Contractor/s			
17. Post-Qualification Requirements				
18. Post-Qualification Report	Philippine Army Bids and Awards Committee			
19. BAC Resolution on Awarding of Contract				
20. Notice of Award (NOA)				
21. PhilGEPS posting of NOA (within 3 days)	Philippine Army Procurement Center			
22. Contract Agreement/Purchase Order	Philippine Army Bids and Awards Committee			
23. Performance Security	Contractor/s			
24. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	Implementing Unit			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account ⁶ .	1. Receives Copies 2-3 of ORS/BURS, checks the completeness of supporting documents based on the checklist and assign control number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received Contract/ Purchase Order and prepares the CAF.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness and propriety of supporting documents	None	10 minutes	Chief and Indexing Staff of Disbursement Branch

⁶ Only transactions under Regular Agency Fund are subject to FMIS process.



	and index obligation in record.			
	4. Check/verify the availability of funds, record the obligation in registry and forward FMIS ORS record for validation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

Phase 2: Payment of Obligation

Payment after services is rendered and accepted by the end-user.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
In addition to requirements 3.a, Number 1 to 24:	
1. Certification as to Availability of Funds	Accounting Service Philippine Army
2. Notice to Proceed (NTP)	Philippine Army Bids and Awards Committee
3. PhilGEPS posting of NTP	Philippine Army Procurement Center
4. Letter to COA (Photocopy of Contract and allied documents)	
5. Delivery Receipt/Invoice	Contractor/s
6. Certificate of Acceptance by End User	Philippine Army Bids and Awards Committee
7. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit;	Implementing Unit



Copy 3 – Accounting Unit; Copy 4 – Payee.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	10 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	



14. Validation of Obligation and Payment for Goods Undertaken through Public Bidding

Validation and payment on goods delivered during operation of concerned military units through Philippine Army Procurement Centers directly made to legal suppliers (One Million and above).

14.a. Phase 1: Validation of Obligation

Issuance of Certificate of Availability of Funds after validation of supporting documents.

Office or Division:	Headquarters ASPA or Field Accounting Units		
Classification:	Simple Transaction		
Type of Transaction:	G2B – Government to Business		
Who may avail:	Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)		Implementing Unit	
2. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)			
3. Requisition and Issue Slip (RIS-NIS)			
4. Unit Procurement Request			
5. Pre-procurement for ABC>P2M		Philippine Army Bids and Awards Committee	
6. Letter to Observer (5 days before the procurement stage)			
7. Bidding Documents			
8. Supplemental/Bid Bulletin (if any)			
9. Invitation to Bid/Request for Expression of Interest: a. Conspicuous Places for 7 days b. PhilGEPS posting for 7 days c. Posting at agency website			
10.Minutes of Pre-bid Conference (ABC>P1M)		Contractor/s	
11. Legal, Technical and Financial Documents: a. Bid Security or Bid Securing Declaration b. SEC (Corporation/Partnership); DTI (Sole Proprietorship); CDA (Cooperative) c. Mayor's/Business Permit d. Tax Clearance e. Audited Financial Statements f. JVA or Duly Notarized Statement (If applicable) g. Technical Specifications h. Omnibus Sworn Statement i. Special Power of Attorney (Sole Proprietorship) or Board/Partnership Resolution j. PhilGEPS Registration			
k. Statement of all Ongoing Government and Private Contracts			Contractor/s
l. Statement of Single Largest Similar Competed Contracts			
m. NFCC Computation			



12. Warranty of Undertaking			Philippine Army Bids and Awards Committee	
13. Statement of Compliance				
14. Bid Forms				
15. Abstract of Bid				
16. Minutes of Receipt of Opening of Bid Envelopes			Contractor/s	
17. Brochure (if applicable)				
18. Post-Qualification Requirements			Philippine Army Bids and Awards Committee	
19. Post-Qualification Report				
20. BAC Resolution on Awarding of Contract				
21. Notice of Award (NOA)			Philippine Army Procurement Center	
22. PhilGEPS posting of NOA (within 3 days)				
23. Contract Agreement/Purchase Order			Philippine Army Bids and Awards Committee	
24. Performance Security			Contractor/s	
25. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.			Implementing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account ⁷ .	1. Receives Copies 2-3 of ORS/BURS, checks the completeness of supporting documents based on the checklist and assign control number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received Contract/ Purchase Order and prepares the CAF.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness	None	10 minutes	Chief and Indexing Staff of Disbursement Branch

⁷ Only transactions under Regular Agency Fund are subject to FMIS process.



	s and propriety of supporting documents and index obligation in record.			
	4. Check/verify the availability of funds, record the obligation in registry and forward FMIS ORS record for validation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

14.b. Phase 2: Payment of Obligation

Payment after delivery, inspection and acceptance of items delivered.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
In addition to requirements 2.a, number 1 to 25:	
1. Certification as to Availability of Funds	Accounting Service Philippine Army
2. Notice to Proceed (NTP)	Philippine Army Bids and Awards Committee
3. PhilGEPS posting of NTP	Philippine Army Procurement Center
4. Letter to COA (Photocopy of Contract and allied documents)	
5. Delivery Receipt/Invoice	Contractor/s
6. Notice of Delivery Addressed to COA	



7. Inspection and Acceptance Report			Property Accountability Office General Support, APAO/Field Property Accountability Office	
8. Technical Inspection and Acceptance Report			Technical Inspection and Acceptance Committee	
9. Delivery of Items Inspection Report				
10. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Implementing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	10 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	None	10 minutes	Processing Staff of Bookkeeping Branch



	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

15. Validation of Obligation and Payment of Infrastructure Projects Undertaken through Public Bidding

Validation and payment on construction services rendered to concerned military units through Philippine Army Procurement Centers directly made to legal contractors (One Million and above).

15.a. Phase 1: Validation of Obligation

Issuance of Certificate of Availability of Funds after validation of supporting documents.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)	Implementing Unit
2. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)	
3. Unit Procurement Request	
4. Pre-procurement Conference for ABC>P5M	Philippine Army Bids and Awards Committee
5. Letter to Observer (5 days before the procurement stage)	
6. Bidding Documents	
7. Supplemental/Bid Bulletin (if any)	
8. Invitation to Bid/Request for Expression of Interest: a. Conspicuous Places for 7 days b. PhilGEPS posting for 7 days c. Posting at agency website	
9. Minutes of Pre-bid Conference (ABC>P1M)	Contractor/s
10. Legal, Technical and Financial Documents: a. Bid Security or Bid Securing Declaration b. SEC (Corporation/Partnership); DTI (Sole Proprietorship); CDA (Cooperative) c. Mayor's/Business Permit d. Tax Clearance e. Audited Financial Statements f. JVA or Duly Notarized Statement (If applicable) g. Project Requirement h. Omnibus Sworn Statement	



i. Special Power of Attorney (Sole Proprietorship) or Board/Partnership Resolution j. PhilGEPS Registration k. Statement of All Ongoing Government and Private Contract				
l. Statement of Single Largest Similar Competed Contracts m.NFCC Computation n. PCAB Licenses and Registration		Contractor/s		
11.Warranty of Undertaking				
12.Statement of Compliance				
13.Bid Forms				
14.Abstract of Bid		Philippine Army Bids and Awards Committee		
15.Minutes of Receipt of Opening of Bid Envelopes		Contractor/s		
16.Brochure (if applicable)				
17.Post-Qualification Requirements		Philippine Army Bids and Awards Committee		
18.Post-Qualification Report				
19.BAC Resolution on Awarding of Contract				
20.Notice of Award (NOA)				
21.PhilGEPS posting of NOA (within 3 days)		Philippine Army Procurement Center		
22.Contract Agreement/Purchase Order		Philippine Army Bids and Awards Committee		
23.Performance Security		Contractor/s		
24.Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		Implementing Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ⁸	1. Receives Copies 2-3 of ORS/BURS, checks completeness of the supporting documents based on the checklist and assign control number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received	None	25 minutes	Processing Staff of

⁸ Only transactions under Regular Agency Fund are subject to FMIS process.



	Contract/ Purchase Order and prepares the CAF.			Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness and propriety of supporting documents and index obligation in record.	None	10 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry and forward FMIS ORS record for validation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

15.b. Phase 2: Advance Payment for Mobilization

Advances to contractor for the initial mobilization of the project if provided in the contract.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
In addition to requirements 4.a, number 1 to 24:	



1. Certification as to Availability of Funds	Accounting Service Philippine Army			
2. Notice to Proceed (NTP)	Philippine Army Bids and Awards Committee			
3. PhilGEPS posting of NTP	Philippine Army Procurement Center			
4. Letter to COA (Photocopy of Contract and allied documents)				
5. Irrevocable Standby Letter of Credit/Security Bond/Bank Guarantee	Contractor/s			
6. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Implementing Unit			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	10 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for	None	10 minutes	Processing Staff of



	validation and assign cash allocation.			Bookkeeping Branch
	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

15.c. Phase 3: Progress Payments

Payment to contractor base on percentage of completion according to the contract agreement.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Implementing Unit
2. Inspection Report by the Agency’s Authorized Engineer		
3. Pictures/Geotagged Photos, before, during and after construction of item of work especially the embedded items		
4. Result of Test Analysis, if Applicable		
5. Statement of Work Accomplished		Contractor/s
6. Progress Billing Statement		
7. Certificate of Percentage Completion		
8. Contractor’s Affidavit on payment of laborers and materials		
Additional requirements in addition to requirements 4.a, number 1 to 24, in case that the mobilization cost is not availed by contractor:		
9. Certificate of Availability of Funds		Accounting Service Philippine Army
10. Notice to Proceed		Philippine Army Bids and Awards Committee
11. PhilGEPS posting of NTP		



12. Letter to COA (Photocopy of Contract and allied documents)			Philippine Army Procurement Center	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



15.d. Phase 4: Final Payment

Payment after full completion, inspection and acceptance of the project.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Implementing Unit	
2. As-Built Plans				
3. Final SWA				
4. Certificate of Acceptance				
5. Final Inspection Report of the Agency’s Authorized Engineers and/or Inspectorate Team				
6. Pictures/Geotagged Photos, before, during and after construction of item of work especially the embedded items				
7. Warranty Security			Contractor/s	
8. Copy of turn-over documents/transfer of project and facilities such as motor vehicles, laptops and other equipment and furniture included in the contract.				
9. Certificate of Completion				
10. Statement of Time Elapsed				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	3 minutes	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	10 minutes	10 minutes	Processing Staff of Disbursement Branch



	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	5 minutes	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	5 minutes	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS DV record and sign the DV.	5 minutes	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	2 minutes	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

16. Validation of Obligation and Payment of Procurement (Small Value Procurement 53.9; Shopping 52.1a and 52.1b)

Validation of purchase order/work order and payment to legal suppliers on the procurement of goods or services made by different PA units through Philippine Army Procurement Center (PAPC), the amount is lower than 1M (53.9 SVP Negotiated) (52.1a SVP Emergency) (52.1b through Shopping items not available at PSDBM).

16.a. Phase 1: Validation of Obligation

Certifying the obligation as to availability of funds by signing on purchase/work order.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)	End-User



2. Annual Procurement Plan (APP)/Supplementary Procurement Plan (SPP) and Project Procurement Management Plan (PPMP)				
3. If procurement of goods, Requisition and Issue Slip (RIS-NIS)				
4. Unit Procurement Request				
5. PhilGEPS Posting of Request for Quotation (ABC>Php50,000.00)			Philippine Army Procurement Center	
6. Price Offers/Canvass Proposal/Request for Quotation with eligibility requirements.			Supplier/Service Provider	
7. Proof of Posting at conspicuous places for 3 calendar days.			Philippine Army Procurement Center	
8. Minutes of Meeting on Opening of Canvass Proposals				
9. Abstract of Canvass and Recommendation of Award				
10. Notice of Award				
11. PhilGEPS Posting of NOA (ABC>Php50,000.00)				
12. Purchase Order				
15. Obligation Request and Status (ORS)/Budget Utilization request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.			End-User	
Other supporting document when applicable:				
16. Technical Inspection and Acceptance Committee Report			Technical Inspection and Acceptance Committee	
Additional requirement for repairs and maintenance:				
17. Bill of Materials and Cost Estimates (applicable for building and other structure)			Post-Engineer Detachment	
18. Material Requirement List			End-User	
19. Pre-repair Inspection Report				
Additional requirement for training expenses:				
20. Training Directive				
Additional requirement for representation expenses:				
21. DF/Conference Notice/Activity Schedule/Program				
22. List of Attendees				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives Copies 2-3 of ORS/BURS, checks the completeness of supporting	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account. ⁹	documents based on the checklist and assign control number.			
	2. Process the received Contract/ Purchase Order.	None	15 minutes	Processing Staff of Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness and propriety of supporting documents and index obligation in record.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry and forward FMIS ORS record for validation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	35 minutes	

⁹ Only transactions under Regular Agency Fund are subject to FMIS process.



16.b. Phase 2: Payment of Obligation

Payment after delivery of items/services are rendered and is inspected and accepted by the end-user.

Office or Division:	Headquarters ASPA or Field Accounting Units			
Classification:	Simple Transaction			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Philippine Army Major Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
In addition to requirements 5.a, number 1-22:				
1. Letter to COA (Photocopy of Contract and allied documents).		Philippine Army Procurement Center		
2. Notice to Proceed				
3. PhilGEPS Posting of NTP (ABC>Php50,000.00)				
4. Delivery Receipt and Invoice		Supplier/Service Provider		
5. Notice of Delivery addressed to COA		Field Property Accountability Office		
6. For Goods, Inspection and Acceptance Report				
7. For Services, Certificate of Acceptance by End User		End-User		
8. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	15 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	supporting documents and post/record obligation in index of payment.			
	4. Forward FMIS DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	35 minutes	

17. Validation of Obligation and Payment of Procurement through Repeat Order

Procurement of goods from previous winning bidder whenever there is a need to replenish goods procured under contract previously awarded through competitive bidding.

17.a. Phase 1: Validation of Obligation

Certifying the obligation as to availability of funds by signing on purchase order/contract.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)	End-User
2. Annual Procurement Plan (APP)/Supplementary Procurement Plan (SPP) and Project Procurement Management Plan (PPMP)	
3. Unit Procurement Request	
4. Letter Offer to Contractor	Philippine Army Procurement Center
5. Letter of Acceptance	Contractor/s
6. Notice of Award	Philippine Army Bids and Awards Committee



7. Contract Agreement/Purchase Order			Philippine Army Bids and Awards Committee	
8. Performance Security			Contractor/s	
9. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.			Implementing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ¹⁰	1. Receives Copies 2-3 of ORS/BURS, checks the completeness of supporting documents based on the checklist and assign control number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received Contract/ Purchase Order.	None	15 minutes	Processing Staff of Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness and propriety of supporting documents and index obligation in record.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry and forward	None	5 minutes	Processing Staff of Bookkeeping Branch

¹⁰ Only transactions under Regular Agency Fund are subject to FMIS process.



	FMIS ORS record for validation.			
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	35 minutes	

17.b. Phase 2: Payment of Obligation

Payment after delivery, inspection and acceptance of items delivered.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
In addition to requirements 5.a, number 1 to 9:				
1. Certification as to Availability of Funds			Accounting Service Philippine Army	
2. Notice to Proceed (NTP)			Philippine Army Bids and Awards Committee	
3. Letter to COA (Photocopy of Contract and allied documents)			Philippine Army Procurement Center	
4. Delivery Receipt/Invoice			Contractor/s	
5. Notice of Delivery Addressed to COA			Property Accountability Office General Support, APAO/Field Property Accountability Office	
6. Inspection and Acceptance Report				
7. Technical Inspection and Acceptance Report				
8. Delivery of Items Inspection Report			Technical Inspection and Acceptance Committee	
9. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Implementing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the	None	3 minutes	Receiving Staff of Disbursement Branch



	completeness of supporting documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	15 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL		Fees Paid: 0.00	35 minutes	



18. Validation of Obligation, Fund Transfer and Payment of Procurement through Letter of Credit

18.a. Phase 1: Validation of Obligation

Issuance of Certificate of Availability of Funds after validation of supporting documents.

Office or Division:	Headquarters ASPA	
Classification:	Simple Transaction	
Type of Transaction:	G2B – Government to Business	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Copy of Advice of Sub-Allotment (ASA)/ Advice of Allotment (AA)/ Notice of Fund Allocation (NFA)		Implementing Unit
2. Annual Procurement Plan (APP) and Project Procurement Management Plan (PPMP)		
3. Requisition and Issue Slip (RIS-NIS)		
4. Unit Procurement Request		
5. Pre-procurement for ABC>P2M		
6. Letter to Observer (5 days before the procurement stage)		Philippine Army Bids and Awards Committee
7. Bidding Documents		
8. Supplemental/Bid Bulletin (if any)		
9. Invitation to Bid/Request for Expression of Interest: d. Conspicuous Places for 7 days e. PhilGEPS posting for 7 days f. Posting at agency website		
10.Minutes of Pre-bid Conference (ABC>P1M)		
11. Legal, Technical and Financial Documents: n. Bid Security or Bid Securing Declaration o. SEC (Corporation/Partnership); DTI (Sole Proprietorship); CDA (Cooperative) p. Mayor’s/Business Permit q. Tax Clearance r. Audited Financial Statements s. JVA or Duly Notarized Statement (If applicable) t. Technical Specifications u. Omnibus Sworn Statement v. Special Power of Attorney (Sole Proprietorship) or Board/Partnership Resolution w. PhilGEPS Registration		Contractor/s
x. Statement of all Ongoing Government and Private Contracts y. Statement of Single Largest Similar Competed Contracts z. NFCC Computation		
12. Warranty of Undertaking		
13. Statement of Compliance		Contractor/s
14. Bid Forms		



15. Abstract of Bid	Philippine Army Bids and Awards Committee			
16. Minutes of Receipt of Opening of Bid Envelopes				
17. Brochure (if applicable)	Contractor/s			
18. Post-Qualification Requirements				
19. Post-Qualification Report	Philippine Army Bids and Awards Committee			
20. BAC Resolution on Awarding of Contract				
21. Notice of Award (NOA)				
22. PhilGEPS posting of NOA (within 3 days)	Philippine Army Procurement Center			
23. Contract Agreement/Purchase Order	Philippine Army Bids and Awards Committee			
24. Performance Security	Contractor/s			
25. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	Implementing Unit			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account ¹¹ .	1. Receives Copies 2-3 of ORS/BURS, checks the completeness of supporting documents based on the checklist and assign control number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received Contract/ Purchase Order and prepares the CAF.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review Contract/ Purchase Order for completeness and propriety of supporting	None	10 minutes	Chief and Indexing Staff of Disbursement Branch

¹¹ Only transactions under Regular Agency Fund are subject to FMIS process.



	documents and index obligation in record.			
	4. Check/verify the availability of funds, record the obligation in registry and forward FMIS ORS record for validation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS record, sign the Contract and CAF	None	5 minutes	Chief Accountant
	6. Log-out the Purchase Order/ Contract in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	

18.b. Phase 2: Transfer of Cash to LBP, PA Letter of Credit Account

Transfer of funds following the Notice to Proceed and foreign supplier's opening of a valid letter of credit.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2B – Government to Business
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
In addition to requirements 6.a, number 1-25:	
1. Certification as to Availability of Funds	Accounting Service Philippine Army
2. Notice to Proceed (NTP)	Philippine Army Bids and Awards Committee
3. PhilGEPS posting of NTP	Philippine Army Procurement Center
4. Letter to COA (Photocopy of Contract and allied documents)	Philippine Army Bids and Awards Committee
5. Proforma Invoice	Contractor/s
6. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit;	Implementing Unit



Copy 3 – Accounting Unit; Copy 4 – Payee.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	10 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS DV record for validation and assign cash allocation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL		Fees Paid: 0.00	57 minutes	



18.c. Phase 3: Advice for Payment

Issuance of an advice to the servicing bank to wire transfer funds in favor of the foreign contractor/s for the delivered, inspected, and accepted procured items by the Philippine Army.

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Delivery Receipt/Invoice			Contractor/s	
2. Notice of Delivery Addressed to COA			Property Accountability Office General Support, APAO	
3. Inspection and Acceptance Report				
4. Technical Inspection and Acceptance Report			Technical Inspection and Acceptance Committee	
5. Delivery of Items Inspection Report				
6. Bank Guarantee if the supplier or contractor chooses to claim the retention money before the warranty period has expired.			Contractor/s	
7. Advice for Payment			Implementing Unit	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV, checks the completeness of supporting documents based on the checklist and assign DV number.	None	5 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	25 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in	None	10 minutes	Chief and Indexing Staff of Disbursement Branch



	index of payment.			
	4. Forward FMIS DV record for validation and assign cash allocation.	None	10 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS DV record, sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	57 minutes	



Accounting Services Philippine Army Internal Services



1. Granting of Cash Advances

1.a. Foreign Travel

Cash advance to support travel expenses of Military Personnel and/or Civilian Human Resource outside the country covered by travel/office order.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Subject Personnel Unit Assignment
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub Allotment (ASA) / Notice of Fund Allocation (NFA)		
4. Duly approved Office Order or Travel Order		Department of National Defense
5. Duly approved Itinerary of Travel		Subject Personnel Unit Assignment
6. Letter of invitation		Host/ Sponsoring Country/ Agency/ Organization
7. Flight itinerary		Airline Ticketing Office/ Travel Agency
8. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.		
9. Certification that the previous cash advances have been fully liquidated and accounted for in the books.		Accounting Service Philippine Army
10. Affidavit of Undertaking		Subject Personnel Unit Assignment
Additional requirements in case of seminar/training:		
11. Acceptance of nominee/s as participant/s (issued by the host country).		Host/ Sponsoring Country/ Agency/ Organization
12. Programme Agenda and Logistics Information		Host/ Sponsoring Country/ Agency/ Organization
Additional requirements when applicable:		
13. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.		Subject Personnel Unit Assignment
14. Authority to claim representation expenses.		Office of the President



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ¹²	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

¹² Only transactions under Regular Agency Fund are subject to FMIS process.



1.b. Local Travel

Cash advance to support travel expenses of Military Personnel and/or Civilian Human Resource within the country covered by travel/office order.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Subject Personnel Unit Assignment		
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub Allotment (ASA) / Notice of Fund Allocation (NFA)				
4. Duly approved Office Order/Travel Order				
5. Duly approved Itinerary of Travel.				
6. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.		Airline Ticketing Office/ Travel Agency		
7. Certification that the previous cash advances have been fully liquidated and accounted for in the books.		Accounting Service Philippine Army		
8. Affidavit of Undertaking		Subject Personnel Unit Assignment		
Additional requirements when applicable:				
9. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.		Host/Sponsoring Agency/Organization		
10. In case of attendance to seminar/training, letter of invitation.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account. ¹³	based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

1.c. Maintenance and Other Operating Expenses (MOOE) and Combat Expenses

Cash advance granted to accountable officers for payment of operating expenses of field units and for special/time-bound undertakings.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Major Units
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows:	Requesting Office/Unit Assignment of SDO

¹³ Only transactions under Regular Agency Fund are subject to FMIS process.



Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.				
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Advice of Sub Allotment (ASA) / Notice of Fund Allocation (NFA)				
4. Approved Program of Expenditure				
5. Justification explaining the necessity and exigency of cash advance				
6. Designation Order as Accountable Officer				
7. Affidavit of Undertaking		Requesting Office/Unit Assignment of SDO		
8. Certification that the previous cash advances have been fully liquidated and accounted for in the books		Accounting Service Philippine Army		
9. For Initial Cash Advance, Commanding General, PA Confirmation on designation of Accountable Officer		AC of S for Financial Management, OG10		
10. Copy of Bureau of Treasury's Confirmation Letter (Upon set-up of new/renewed accountability)		Bureau of Treasury		
Additional requirement for training expenses:				
11. Training Directive				
Additional requirement for representation expenses:				
12. Notice of Meeting/Conference/Activity Schedule		Requesting Office/Unit Assignment of SDO		
Additional requirements for repairs and maintenance expenses:				
13. Pre-repair Inspection Report				
14. Material Requirement List (For Motor Vehicles and Equipment)		Requesting Office/Unit Assignment of SDO		
15. Technical Inspection Report (For Motor Vehicles)		Technical Inspection and Acceptance Committee		
16. Bill of Material and Cost Estimate (For Buildings and Other Structures)		Post-Engineer Detachment		
Additional requirement for office supplies expenses through negotiated procurement 53.5:				
17. In case that the common-used items are not available in PS-DBM, Certificate of Non-Availability of Stocks.		Procurement Service - DBM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required	1. Receives copies 1-4 of	None	3 minutes	Receiving Staff of



supporting documents. 1.1 Upload data to FMIS account. ¹⁴	DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and assign DV number.			Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

¹⁴ Only transactions under Regular Agency Fund are subject to FMIS process.



1.d. Personnel Services

Cash advance granted to regular disbursing officers for payment of salaries, wages, honoraria, allowances, and other personnel benefits.

Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Requesting Office/Unit Assignment of DO		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Certification from the Chief Accountant that the previous cash advances have been fully liquidated and accounted for in the books.		Field Accounting Units		
4. Roster of Troops		Requesting Office/Unit Assignment of DO		
5. Designation Order of Accountable Officer				
6. Statement of Gains and Losses				
7. For initial cash advance, Commanding General, PA Confirmation on designation of Accountable Officer		AC of S for Financial Management, G10		
8. Copy of Bureau of Treasury’s Confirmation Letter (Upon set-up of new/renewed accountability)		Bureau of Treasury		
9. Approved payroll or list of payees indicating their net pay		Requesting Office/Unit Assignment of DO		
10. Approved Authority (Presidential Directive or Legislative Enactment) or Legal basis to pay allowances/salaries/honoraria/fringe benefits		www.official gazette.gov.ph or www.congress.gov.ph		
11. Applicable order depending on PS being claimed		Office of the Army Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validate FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



2. Issuance of Notice of Transfer of Allocation (NTA)

An advice/notice to the Agency Government Depository Bank (AGDB) to transfer cash allocation to servicing Field accounting Units to cover the disbursement transactions of Philippine Army Units.

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government/GOCC		
Who may avail:		Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Letter Request of cash requirement for the period.			Philippine Army Major Unit	
Additional requirement for Special Accounts: Trust Receipt Fund and BCDA Fund				
2. List of Due and Demandable Accounts Payable			Field Accounting Units	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Accomplish the NTA Format	None	3 minutes	Processing Staff of Bookkeeping/ Journal Branch
	2. Review and Sign the NTA.	None	5 minutes	Processing Staff of Bookkeeping/ Journal Branch and Chief ASPA
	3. Forward the NTA to AGDB and record the transaction in FMIS ¹⁵ .	None	20 minutes	Releasing Staff of Admin Branch
	4. Prepare and Approval of Journal Entry Voucher.	None	3 minutes	Processing Staff of Bookkeeping/ Journal Branch and Chief ASPA
	5. E-mail copy of JEV with SD to FAUs	None	2 minutes	
TOTAL:		Fees Paid: 0.00	33 minutes	

¹⁵ Only transactions under Regular Agency Fund are subject to FMIS process.



3. Issuance of Order of Payment

3.a. Loss Firearms

Issuance of a payment order to settle liability involving loss of firearms with a Commission on Audit (COA) ruling that definitively rejects an appeal to absolve responsibility of subject PA personnel.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Property Card			Field Property Accountability Office	
2. COA Decision			COA Resident Auditor	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Bookkeeping Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Bookkeeping Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Bookkeeping Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

3.b. Quarter Rental

Issuance of a payment order in connection with the settlement of past-due accounts, outstanding balances, and extended occupancy period of PA personnel in PA quarters.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Billing from PAHB			PA Housing Board	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Journal Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Journal Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Journal Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

3.c. Overpayment of Pay and Allowances

Issuance of a payment order to settle obligation of overpaid pay and allowances of PA personnel prior retirement, termination, separation, or resignation.

Office or Division:	Headquarters ASPA or Field Accounting Units			
Classification:	Simple Transaction			
Type of Transaction:	G2G– Government to Government			
Who may avail:	Philippine Army Personnel			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Statement of Last Payment			Finance Center Philippine Army	
2. Special Order/Resignation Letter duly accepted by the Head of Agency			Office of the Army Adjutant/Claimant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Bookkeeping Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Bookkeeping Branch
	3. Final review and sign the	None	3 minutes	Chief Accountant/



	Order of Payment			Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Bookkeeping Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

3.d. Performance Security

Issuance of a payment order in the amount of 5% for products and consulting services or 10% for infrastructure projects of the total contract price in the successful bidder's favor as a guarantee for its faithful performance of obligations provided in contract.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Contractor/s		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Copy of Notice of Award			Philippine Army Bids and Awards Committee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Journal Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Journal Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Journal Branch
TOTAL:		Fees Paid: 0.00	15 minutes	



3.e. Unutilized Cash Advance

Issuance of a payment order to settle the remaining unutilized advances for travel expenses, payroll and maintenance and other operating expenses of accountable officer/s and/or PA personnel.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Cash Disbursement Report or Liquidation Report			Accountable Officer	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Journal /Bookkeeping Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Bookkeeping/ Journal Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Journal /Bookkeeping Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

3.f. Settlement of Other Accountabilities

Issuance of a payment order to settle the existing current or dormant accountability of Philippine Army personnel based on record of the accounting unit.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Subsidiary Ledger/Monthly Status of Accounts			Accounting Service Philippine Army	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required	1. Review SD and accomplish the Order of	None	7 minutes	Processing Staff of Journal



supporting documents.	Payment format.			/Bookkeeping Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Bookkeeping/ Journal Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Journal /Bookkeeping Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

3.g. Sale of Scrap

Issuance of a payment order to collect the proceeds from sale of scrap/unserviceable PPE of the agency.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Winning Bidders		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Inventory and Inspection Report on Unserviceable Property for Disposal of PPE items			Forward Service Support Unit	
2. Resolution/Report			Disposal Committee	
3. Notice of Award				
4. Bidder's Tender			Bidder	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Review SD and accomplish the Order of Payment format.	None	7 minutes	Processing Staff of Journal and Miscellaneous/Bookkeeping Branch
	2. Review the accomplished form and affixed initial signature.	None	3 minutes	Chief of Bookkeeping/ Journal and Miscellaneous Branch
	3. Final review and sign the Order of Payment	None	3 minutes	Chief Accountant/ Field Accountant
	4. Log-out in record	None	2 minutes	Processing Staff of Journal and Miscellaneous/B



				ookkeeping Branch
TOTAL:		Fees Paid: 0.00	15 minutes	

4. Liquidation of Cash Advances

4.a. Foreign Travel

Liquidation of cash advance granted after the return of Military Personnel and/or Civilian Human Resource to the Philippines.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Liquidation Report		Subject Personnel Unit Assignment
2. Approved Certificate of Travel Completed		
3. Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency or his authorized representative, shall contain, among others, the following information: <ul style="list-style-type: none">• Highlights of the training/activity;• Pictures preferably dated;• Plan of action for knowledge sharing; and• Recommendations.		Host Country/Organization or Subject Personnel
4. Official Receipt/Electronic OR/Acknowledgement Receipt or equivalent in case of refund of excess cash advance.		Finance Center Philippine Army/Finance Service Field Office
5. Paper/Electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company.		Airline/Shipping/Railway/Bus Company
Additional requirements when applicable:		
6. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed.		Subject Personnel Unit Assignment
7. Copy of previously approved Itinerary of Travel		
8. Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule.		
9. If the document required in number 5 is not present, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of		Subject Personnel



destination as indicated in the approved travel authority and itinerary of travel.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives the Liquidation Report with supporting documents and assign control number.	None	5 minutes	Receiving Staff of Bookkeeping Branch
	2. Process and review the completeness and correctness of supporting documents.	None	15 minutes	Processing Staff of Bookkeeping Branch
	3. Initial Review and prepares Journal Entry Voucher (JEV) to record the transaction.	None	6 minutes	Processing Staff and Chief of Bookkeeping Branch
	4. Final review, approval and signing of JEV.	None	4 minutes	Chief Accountant/ Field Accountant
TOTAL:		Fees Paid: 0.00	30 minutes	

4.b. Local Travel

Liquidation of cash advance granted after the return of Military Personnel and/or Civilian Human Resource to his/her official station.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Liquidation Report		Subject Personnel Unit Assignment
2. Approved Certificate of Travel Completed		
3. Official Receipt/Electronic OR/Acknowledgement Receipt or equivalent in case of refund of excess cash advance.		Finance Center Philippine Army/Finance Service Field Office
4. Paper/Electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company.		Airline/Shipping/Railway/Bus Company
Additional requirements when applicable:		



5. Approved Revised Itinerary of Travel, if the previously approved itinerary was not followed.	Subject Personnel Unit Assignment			
6. Copy of previously approved Itinerary of Travel				
7. Copy of Office Order and the Supplemental Office Order or any proof supporting the change of schedule.				
8. Official Receipt/Electronic OR or CERR (for expenses amounting to ₱300.00 or less) or Reimbursement Expense Receipt (RER) (for expenses amounting to more than ₱300.00 but not exceeding ₱1,000.00).	Seller/Service Provider/Subject Personnel in case of CER/RER			
9. In case of payment of toll fees, the CERRR/RER shall be supported with the toll fee rates.	Subject Personnel and Tollway Corporation			
10. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by Metro Manila if travel allowances being claimed include hotel room/lodging.	Hotel/Lodging Establishment			
11. In case the purpose is attendance to Seminar/Training, Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency or his authorized representative, shall contain, among others, the following information: <ul style="list-style-type: none"> • Highlights of the training/activity; • Pictures preferably dated; • Plan of action for knowledge sharing; and • Recommendations. 	Host Organization/Agency or Subject Personnel			
12. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts (if the expenses incurred exceeded the prescribed rate per day).	Unit Assignment of Claimants /Claimants			
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives the Liquidation Report with supporting documents and assign control number.	None	5 minutes	Receiving Staff of Bookkeeping Branch
	2. Process and review the completeness and correctness	None	15 minutes	Processing Staff of Bookkeeping Branch



	of supporting documents.			
	3. Prepares Journal Entry Voucher (JEV) to record the transaction.	None	6 minutes	Processing Staff and Chief of Bookkeeping Branch
	4. Final review and approval of liquidation by signing the JEV.	None	4 minutes	Chief Accountant/ Field Accountant
TOTAL:		Fees Paid: 0.00	30 minutes	

4.c. Maintenance and Other Operating Expenses (MOOE) and Combat Expenses

Liquidation of cash advance granted to accountable officers after the purpose of cash advance has been served.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Major Units	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Report of Cash Disbursement (RCDIsb) certified correct by the accountable officer.		Requesting Office/Unit Assignment of SDO
2. Approved Purchase Request with certificate of Emergency purchase, if necessary.		
3. Inspection and Acceptance Report		
4. Bills, receipts, sales invoices		Seller/Service Provider/Subject Personnel in case of CER/RER
5. Official Receipt/Electronic OR or CERR (for expenses amounting to ₱300.00 or less) or Reimbursement Expense Receipt (RER) (for expenses amounting to more than ₱300.00 but not exceeding ₱1,000.00.		
6. Canvass from at least three (3) suppliers for purchases involving ₱2,000.00 and above, except for purchase made while on official travel.		Supplier/Service Provider
7. Official Receipt/printed electronic Official Receipt/Acknowledgement Receipt or equivalent in case of refund.		Finance Center Philippine Army/Finance Service Field Office
8. Summary/Abstract of Canvass		Requesting Office/Unit Assignment of SDO
Additional requirements for representation expenses:		
9. Notice of the Meeting with agenda/meeting’s purpose.		
10.Minutes of the Meeting		
11.Attendance Sheet		
Additional requirements for training expenses:		



12. Training Directive				
13. After Training Report				
14. Attendance Sheet				
Additional requirements for repairs and maintenance:				
15. Post-repair Inspection Report				
16. Waste Material Report				
Additional requirement for semi-expendable expenses:				
17. Inventory Custodian Slip				
Additional requirement for mobile expenses:				
18. Distribution List				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives the Report of Cash Disbursement with supporting documents and assign control number.	None	5 minutes	Receiving Staff of Bookkeeping Branch
	2. Process and review the completeness and correctness of supporting documents.	None	15 minutes	Processing Staff of Bookkeeping Branch
	3. Prepares Journal Entry Voucher (JEV) to record the transaction.	None	6 minutes	Processing Staff and Chief of Bookkeeping Branch
	4. Final review and approval of liquidation by signing the JEV.	None	4 minutes	Chief Accountant/ Field Accountant
TOTAL:		Fees Paid: 0.00	30 minutes	

4.d. Personnel Services

Liquidation of cash advance granted to accountable officers within five calendar days after the end of the pay period.

Office or Division:	Headquarters ASPA or Field Accounting Units		
Classification:	Simple Transaction		
Type of Transaction:	G2G – Government to Government		
Who may avail:	Philippine Army Major Units		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Report of Cash Disbursement certified correct by the Accountable Officer		Requesting Office/Unit Assignment of DO	



2. Approved Payroll/Vouchers duly acknowledged/signed by the payees				
3. Official Receipt/printed electronic Official Receipt/Acknowledgement Receipt or equivalent in case of refund for unclaimed Salaries, Allowances, Honoraria, and other similar expenses.		Finance Center Philippine Army/Finance Service Field Office		
4. Authority from the claimant and identification documents, if claimed by a person other than the payee.		Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives the Report of Cash Disbursement with supporting documents and assign control number.	None	5 minutes	Receiving Staff of Bookkeeping Branch
	2. Process and review the completeness and correctness of supporting documents.	None	15 minutes	Processing Staff of Bookkeeping Branch
	3. Prepares Journal Entry Voucher (JEV) to record the transaction.	None	6 minutes	Processing Staff and Chief of Bookkeeping Branch
	4. Final review and approval of liquidation by signing the JEV.	None	4 minutes	Field Accountant
TOTAL:		Fees Paid: 0.00	30 minutes	



5. Payment of Collateral Entitlements

5.a. Cold Weather Clothing Allowance

Allowance granted to military personnel and civilian human resource who are assigned or on detached service or undergoing training at any of the stations/units in the Philippines where cold weather clothing is required or necessary.

Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Copy of Order for Entitlement of CWCA		Office of the Army Adjutant		
4. Approved Payroll (If applicable)		Unit Assignment of Claimants		
5. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	supporting documents and post/record obligation in index of payment.			
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.b. Enlistment/Re-enlistment Clothing Allowance

Allowance granted to military reenlisted personnel equivalent to the total current cost of the clothing items.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Uniformed Personnel
CHECKLIST OF REQUIREMENTS	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	
3. Reenlistment Order	Office of the Army Adjutant
4. Approved Payroll (if applicable)	Finance Service Field Office



5. If the claim is for prior year, Certificate of Non-payment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



5.c. Flying Pay

Allowance granted to military personnel with a flying status order who met the minimum flying time requirements equivalent to at least 50% of monthly base pay.

Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Flying Status Order		Office of the Army Adjutant		
4. Flying Manifest		Unit Assignment of Claimants		
5. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
6. Approved Payroll (if applicable)		Unit Assignment of Claimants		
Additional requirements in case of differential claim:				
7. Promotion Order		Office of the Army Adjutant		
8. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch



	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.d. Hazardous Duty Pay

Allowance granted to military personnel who performed any of the hazardous duties enumerated in the DND GHQ Circular Number 6 dated 08 October 2004 equivalent to 50% of the monthly base pay.

Office or Division:	Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Uniformed Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit;		



Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Confirmation Order of Hazardous Duty Status		Office of the Army Adjutant		
4. After Activity/Accomplishment Report		Unit Assignment of Claimants		
5. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
6. Approved Payroll (if applicable)		Unit Assignment of Claimants		
Additional requirements in case of differential claim:				
7. Promotion Order		Office of the Army Adjutant		
8. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and	None	5 minutes	Processing Staff of Bookkeeping Branch



	assign cash allocation.			
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.e. Instructor Duty Pay

Payment to military personnel who performed instructor duty in Philippine Army schools and training units.

Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Confirmation Order of Instructor Duty Status		Office of the Army Adjutant		
4. Load Matrix		Unit Assignment of Claimants		
5. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
6. Approved Payroll (if applicable)		Unit Assignment of Claimants		
Additional requirements in case of differential claim:				
7. Promotion Order		Office of the Army Adjutant		
8. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS.	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account.	Checks completeness of the supporting documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.f. Parachutist's Duty Pay

Additional pay authorized to military personnel monthly equivalent to 50% of the current base pay who has engaged in parachute jump in three (3) consecutive calendar months or quarter covered by Parachute Duty Status Order.



Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Parachutist Duty Status		Office of the Army Adjutant		
4. Jump Manifest		Unit Assignment of Claimants		
5. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
6. Approved Payroll (if applicable)		Unit Assignment of Claimants		
Additional requirements in case of differential claim:				
7. Promotion Order		Office of the Army Adjutant		
8. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	supporting documents and post/record obligation in index of payment.			
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.g. Productivity Enhancement Incentive

Payment to all government personnel regardless of status of employment who are in the service as of 30 November of a given year and have rendered at least a total or aggregate total of four (4) months.

Office or Division:	Headquarters ASPA	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Approved Payroll		



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



5.h. Combat Pay

Payment of allowance to military personnel assigned or performing combat operations (AFP members who engaged in combat operations against group that seek or threaten to imperil national security and sovereignty are entitles to this allowance).

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Combat Pay Order		Office of the Army Adjutant		
4. Assignment Order		Unit Assignment of Claimants		
5. Approved Payroll (If applicable)				
6. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
7. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for	None	5 minutes	Chief and Indexing Staff of



	completeness and propriety of supporting documents and post/record obligation in index of payment.			Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

5.i. Magna Carta for Public Health Workers

Allowance granted to civilian human resource holding regular, casual, and contractual positions who renders service in a full-time or part-time basis covered by R.A. 7305.

Office or Division:	Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Civilian Human Resource	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		



3. Approved Payroll (if applicable)			Unit Assignment of Claimants	
4. Daily Time Record				
5. Confirmation Order of Magna Carta Entitlement			Office of the Army Adjutant	
6. If the claim is for prior year, Certificate of Non-payment			Finance Service Field Office	
Additional requirements in case of differential claim:				
7. Promotion Order			Office of the Army Adjutant	
8. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim			Unit Assignment of Claimants	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch



	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

6. Payment of Monetary Award to Employees

Recognition in monetary form conferred on individual or group of individuals for ideas, suggestions, inventions, discoveries, superior accomplishments, exemplary behavior, heroic deeds, extraordinary acts, or services in public interest which contribute to the efficiency, economy, improvement in government operations which lead to organizational productivity.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Civilian Human Resource Awardees		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit Assignment of Claimants		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. General Orders/Special Orders		Office of the Army Adjutant		
4. Payroll (if applicable)		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and	None	3 minutes	Receiving Staff of Disbursement Branch



	assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7. Payment of Other Personnel Services Claims

7.a. Anniversary Bonus

Granted to officials and employees who has completed at least one (1) year of service on the milestone year of the agency and every fifth year thereafter.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Personnel



CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Finance Center Philippine Army	
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll Register (Hard and Soft Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.b. Monthly Gratuity to an Awardee of Medal of Valor

Monthly gratuity amounting to ₱75,000.00 granted to a Filipino soldier in recognition of conspicuous acts of gallantry above and beyond the call of duty and in total disregard of his personal safety.

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2C – Government to Citizen G2G – Government to Government		
Who may avail:		Philippine Army Uniformed Personnel and/or Legal Beneficiaries		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll Register (Hard and Soft Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	



7.c. Loyalty Pay

Award in cash granted to civilian human resource amounting to ₱1,000.00 for every year of service for the first ten (10) years and every five (5) years thereafter.

Office or Division:		Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Civilian Human Resource		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Service Record		Civilian Personnel Management Branch, OG1		
4. For transferee, Certificate of non-payment from previous office		Previous Employer of Claimants		
5. Loyalty Pay Order		Office of the Army Adjutant		
6. Approved Payroll (if applicable)		Unit Assignment of Claimants		
7. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for	None	5 minutes	Chief and Indexing Staff of



	completeness and propriety of supporting documents and post/record obligation in index of payment.			Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.d. Reservist Duty Pay

Pay and allowances granted to an enlisted or officer reservist who were called to active duty.

Office or Division:	Field Accounting Units							
Classification:	Simple Transaction							
Type of Transaction:	G2G – Government to Government							
Who may avail:	Philippine Army Reservist							
<table border="1"> <thead> <tr> <th>CHECKLIST OF REQUIREMENTS</th><th>WHERE TO SECURE</th></tr> </thead> <tbody> <tr> <td>1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.</td><td rowspan="4">Reservist Command, PA</td></tr> <tr> <td>2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.</td></tr> <tr> <td>3. Confirmation Order of Reservist Duty Status</td></tr> <tr> <td>4. Approved Payroll (if applicable)</td></tr> </tbody> </table>		CHECKLIST OF REQUIREMENTS	WHERE TO SECURE	1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Reservist Command, PA	2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	3. Confirmation Order of Reservist Duty Status	4. Approved Payroll (if applicable)
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE							
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Reservist Command, PA							
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.								
3. Confirmation Order of Reservist Duty Status								
4. Approved Payroll (if applicable)								



5. After Opening Report				
6. After Closing Report				
7. If the claim is for prior year, Certificate of Non-payment			Finance Service Field Office	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant



	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.e. Honoraria of BAC

Grant of additional compensation to BAC members with a rate of ₱3,000.00 for BAC Chair, ₱2,500.00 for BAC Members and ₱2,000.00 for TWG and members per procurement project but not to exceed twenty five percent (25%) of their respective monthly salary subject to availability of funds.

Office or Division:		Headquarters ASPA		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Bids and Awards Committee Member		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.			Headquarters and Headquarters Support Group	
2. Budget Utilization Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll (if applicable)			Philippine Army Bids and Awards Committee	
4. Office Order creating and designating the BAC compositions and authorizing the members to collect honoraria.				
5. Minutes of BAC meetings				
6. Notice of Award to the winning bidders of procurement activity being claimed				
7. Certification that the procurement involves competitive bidding				
8. Attendance sheet listing the names of attendees to the BAC meetings.			Accounting Service Philippine Army	
9. Certification that the amounts received by the recipient/s do not exceed 25% of the annual basic salaries pursuant to DBM Budget Circular No. 2004-5A dated October 7, 2005, and any future amendments thereof.				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of BURS.	None	3 minutes	Receiving Staff of Disbursement Branch



	Checks completeness of the supporting documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Journal and Miscellaneous Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief Journal and Miscellaneous Branch and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry and assign cash allocation.	None	5 minutes	Processing Staff of Journal and Miscellaneous Branch
	5. Final review and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.f. Rice Allowance

Monthly rice subsidy of ₱650.00 granted to military personnel equivalent to twenty (20) kilos of rice a month.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Uniformed Personnel and/or Civilian Human Resource
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	



1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll Register (Hard and Soft Copy)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and	None	5 minutes	Processing Staff of Bookkeeping Branch



	assign cash allocation.			
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.g. Mid-year/Year-end Bonus and/or Cash Gift

Bonus granted to military and civilian human resource equivalent to one-month basic pay and entitlement of ₱5,000.00 of military personnel and civilian human resource annually, subject to DBM guidelines.

Office or Division:	Headquarters ASPA or Field Accountant	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army /Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Approved Payroll Register (Hard and Soft Copy)		
4. If the claim is for prior year, Certificate of Non-payment		Finance Center Philippine Army /Finance Service Field Office
Additional requirement in case of differential:		
5. Promotion Order		Office of the Army Adjutant
6. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant



	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.h. Performance Based Bonus (PBB)

Bonus granted to PA personnel who received at least a "Satisfactory Rating" on their latest Performance Evaluation Report for military personnel and Individual Performance Commitment Review for CivHR based on the rates provided by DBM.

Office or Division:		Headquarters ASPA or Field Accounting Units		
Classification:		Simple Transaction		
Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Finance Center Philippine Army /Finance Service Field Office		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll				
4. If the claim is for prior year, Certificate of Non-payment				
Additional supporting documents for individual claims:				
5. Special Order/Retirement Order (Retired Personnel)		Office of the Army Adjutant		
6. PBB Order				
7. Photocopy of ATM (Front Only)		Unit Assignment of Claimants		
Additional requirements in case of differential claim:				
8. Promotion Order		Office of the Army Adjutant		
9. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Unit Assignment of Claimants		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks	None	3 minutes	Receiving Staff of Disbursement Branch



1.1 Upload data to FMIS account.	completeness of the supporting documents based on the checklist and assign DV number.			
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.i. Hospitalization Expenses

Support for military soldiers confined in a military treatment facility or another private hospital due to a combat or non-combat injury.

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction



Type of Transaction:		G2G – Government to Government		
Who may avail:		Philippine Army Uniformed Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit Assignment of Claimants		
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. RHE Board Resolution		Office of the Army Chief Surgeon		
4. Official Receipts/Statement of Accounts		Hospital where the patient is confined		
5. Medical Certificate				
6. Medical Abstract				
7. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
8. Certification from the MSU Surgeon Medical Officer that the patient was confined during the dates the expenses were incurred (In case of confinement in Military Treatment Units)		Military Treatment Unit/ Military Hospital		
9. In case the patient was referred to a civilian hospital, the claimant shall secure referral letter or certification from the Division Surgeon indicating that the confinement was emergency in nature or due to lack of facilities in military hospitals				
10. Spot/incident Report		Unit Assignment of Claimants		
Additional supporting documents for personnel involved in vehicular accident:				
11. Investigation Report				
12. Line of Duty Report				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch



	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

7.j. Clothing Allowance for Civilian Human Resource

Allowance granted to civilian human resource of Philippine Army amounting to ₱6,000.00 per annum subject to the guidelines, rules and regulations issued by DBM.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Civilian Human Resource
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit;	Finance Center Philippine Army /Finance Service Field Office



Copy 4 – Payee.				
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.				
3. Approved Payroll				
4. If the claim is for prior year, Certificate of Non-payment				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS	None	5 minutes	Field Accountant



	ORS/DV record and sign the DV.			
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

8. Payment of Regular Pay and Allowances

8.a. Individual and General Claims of Salary

Processing of payment of pay and allowances (i.e. base pay, longevity pay, subsistence allowance, clothing allowance, quarters allowance, hazard pay and personnel economic relief allowance) of military personnel and civilian human resource occupying regular, contractual or casual positions whether individual and general claims through Automated Teller Machine (ATM).

Office or Division:	Headquarters ASPA or Field Accounting Units
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Uniformed Personnel or Civilian Human Resource
CHECKLIST OF REQUIREMENTS	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	
Additional supporting documents in case of first salary as newly hired regular employee:	
3. Certificate of Appointment duly attested by the Civil Service Commission (CSC) or its equivalent	Civil Service Commission
4. Assignment or Re-assignment Order if applicable	AC of S for Personnel, G1
5. Certified Copy of Oath of Office	
6. Certificate of Assumption	
7. Statement of Assets, Liabilities and Net Worth	Claimants
8. Approved Daily Time Record	Unit Assignment of Claimants
9. Bureau of Internal Revenue Withholding Certificate	Bureau of Internal Revenue
10. Payroll Information on New Employee or any equivalent	Finance Center Philippine Army
11. Authority from the claimant and identification of documents, if claimed by person other than payee	Claimants



Additional supporting documents in case of first salary of transferee from other government agency:				
12. Clearance from money, property, and legal accountabilities			Previous Employer of Claimants	
13. Certified copy of paid disbursement voucher of last salary received and/or Certification from the Chief Accountant for the breakdown of last salary received and remittance of statutory deductions				
14. Certificate of Leave Credits				
15. Service Records				
16. BIR Certificate of Compensation Payment/Taxes Withheld				
17. Approved/paid Home Development Mutual Fund (HDMF) and PhilHealth Forms				
Additional supporting documents in case of last salary of regular employee:				
18. Unified Clearance			Office of the Army Adjutant	
19. Approved DTR			Unit Assignment of Claimants	
20. Authority to deduct accountabilities if any			Claimants	
21. Certification of available leave credits			Civilian Personnel Management Branch, OG1 or Office of the Army Adjutant	
Additional supporting document for general claims through PA ATM Account:				
22. Approved Payroll				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account.	1. Receives copies 1-4 of DV and Copies 2-3 of ORS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of	None	5 minutes	Chief and Indexing Staff of Disbursement Branch



	supporting documents and post/record obligation in index of payment.			
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

8.b. Salary Differential

Processing of military personnel's and civilian human resources' unpaid salaries and benefits as a result of promotions and/or step increments which took effect retroactively and weren't accounted for in the regular payroll.

Office or Division:	Headquarters ASPA
Classification:	Simple Transaction
Type of Transaction:	G2G – Government to Government
Who may avail:	Philippine Army Personnel
CHECKLIST OF REQUIREMENTS	
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.	Finance Service Field Office
2. Obligation Request and Status in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.	
Additional supporting docs for Civilian Human Resource.	



3. Certified copy of Approved Appointment and Certificate of Assumption in case of promotion.		AC of S for Personnel, G1		
4. Notice of Salary Adjustment (NOSA) in case of step increment/salary increase		Office of the Army Adjutant		
5. Approved DTR or certification that the employee has not incurred leave without pay		Claimants or Unit Assignment of Claimants		
6. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Claimants		
Additional supporting docs for military personnel:				
7. Promotion Order		Office of the Army Adjutant		
8. If the claim is for prior year, Certificate of Non-payment		Finance Service Field Office		
9. Approved Payroll (if applicable)		Unit Assignment of Claimants		
10. Pay Slip/Statement of Earnings and Deductions for the month or period that is the subject of the claim		Claimants		
11. Promotion Order		Office of the Army Adjutant		
12. Certificate of Non-payment		Finance Service Field Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary requirements	1. Receive the documents	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record	None	5 minutes	Chief Accountant



	and sign the DV.			
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

9. Reimbursement of Travel Expenses Claims

9.a. Foreign Travel

Reimbursement of expenses incurred by Military Personnel and/or Civilian Human Resource during official travel outside the country.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit Assignment of Claimants
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit; Copy 2 – COA; Copy 3 – Accounting Unit.		
3. Copy of Advice of Sub Allotment (ASA) / Notice of Fund Allocation (NFA)		
4. Duly approved Office Order or Travel Order		
5. Duly approved Itinerary of Travel		
6. Letter of invitation		Host Country/Organization
7. Flight itinerary		Airline Ticketing Office/ Travel Agency
8. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.		
9. Certificate of Non-payment		Unit Assignment of Claimants
10. Certificate of Travel Completed		
11. Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency or his		Host Country/Organization or Subject Personnel



authorized representative, shall contain, among others, the following information: <ul style="list-style-type: none">• Highlights of the training/activity;• Pictures preferably dated;• Plan of action for knowledge sharing; and• Recommendations.				
12. Paper/Electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company.			Airline/Shipping/Railway/Bus Company	
13. If the document required in 5.a number 12 is not present, a certified true copy of the passport showing the dates of entry and exit, duly stamped by the Immigration Office of the country of destination as indicated in the approved travel authority and itinerary of travel.			Unit Assignment of Claimants	
Additional requirements in case of seminar/training:				
14. Acceptance of nominee/s as participant/s (issued by the host country).			Host Country/Organization	
15. Programme Agenda and Logistics Information				
Additional requirements when applicable:				
16. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.			Unit Assignment of Claimants	
17. Authority to claim representation expenses.			Office of the President	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ¹⁶	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch

¹⁶ Only transactions under Regular Agency Fund are subject to FMIS process.



	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

9.b. Local Travel

Reimbursement of expenses incurred by Military Personnel and/or Civilian Human Resource during official travel within the country.

Office or Division:	Headquarters ASPA or Field Accounting Units	
Classification:	Simple Transaction	
Type of Transaction:	G2G – Government to Government	
Who may avail:	Philippine Army Personnel	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Disbursement Voucher in four (4) copies to be distributed as follows: Original – COA; Copy 2 – Unit; Copy 3 – Accounting Unit; Copy 4 – Payee.		Unit Assignment of Claimants
2. Obligation Request and Status (ORS)/Budget Utilization Request and Status (BURS) in three (3) copies to be distributed as follows: Original – Unit;		



Copy 2 – COA; Copy 3 – Accounting Unit.	
3. Copy of Advice of Sub Allotment (ASA) / Notice of Fund Allocation (NFA)	
4. Duly approved Office Order/Travel Order	
5. Duly approved Itinerary of Travel.	
6. Quotation of plane fare for similar dates, from at least three airline companies/travel agencies or its equivalent.	Airline Ticketing Office/ Travel Agency
7. In case the purpose is attendance to Seminar/Training, Certificate of Appearance or Attendance or in the absence thereof, photocopy of the received copy of Memo Transmittal of Back to Office Report/Narrative Report on trip undertaken/Report on Participation addressed to the agency head. The report, duly noted by the agency or his authorized representative, shall contain, among others, the following information: <ul style="list-style-type: none"> • Highlights of the training/activity; • Pictures preferably dated; • Plan of action for knowledge sharing; and • Recommendations. 	Host Organization/Agency or Subject Personnel
8. Certificate of Travel Completed	
9. Paper/Electronic plane, boat or bus/train tickets, terminal fee receipts, paper/electronic boarding passes or a passenger manifest certified by the concerned airline or shipping company.	Airline/Shipping/Railway/Bus Company
10. Official Receipt/Electronic OR or CERR (for expenses amounting to ₱300.00 or less) or Reimbursement Expense Receipt (RER) (for expenses amounting to more than ₱300.00 but not exceeding ₱1,000.00).	Seller/Service Provider/Subject Personnel in case of CER/RER
11. In case of payment of toll fees, the CERRR/RER shall be supported with the toll fee rates.	Claimants and Tollway Corporation
12. Hotel room/lodging bills with official receipts in the case of official travel to places within 50-kilometer radius from the last city or municipality covered by Metro Manila if travel allowances being claimed include hotel room/lodging.	Hotel/Lodging Establishment
Additional requirements when applicable:	
13. In case of less than three quotations, a certification by the claimant attesting to such circumstance, signed by his/her supervisor.	Unit Assignment of Claimants
14. Certification by the Head of Agency as to the absolute necessity of the expenses together with the corresponding bills or receipts (if the expenses incurred exceeded the prescribed rate per day).	Unit Assignment of Claimants /Claimants



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required supporting documents. 1.1 Upload data to FMIS account. ¹⁷	1. Receives copies 1-4 of DV and Copies 2-3 of ORS/BURS. Checks completeness of the supporting documents based on the checklist and assign DV number.	None	3 minutes	Receiving Staff of Disbursement Branch
	2. Process the received DV and journalize accounting entry.	None	10 minutes	Processing Staff of Disbursement Branch
	3. Initial review of DV for completeness and propriety of supporting documents and post/record obligation in index of payment.	None	5 minutes	Chief and Indexing Staff of Disbursement Branch
	4. Check/verify the availability of funds, record the obligation in registry, forward FMIS ORS/DV record for validation and assign cash allocation.	None	5 minutes	Processing Staff of Bookkeeping Branch
	5. Final review, validates FMIS ORS/DV record and sign the DV.	None	5 minutes	Chief Accountant/ Field Accountant
	6. Log-out the DV in record.	None	2 minutes	Releasing Staff of Disbursement Branch
TOTAL:		Fees Paid: 0.00	30 minutes	

¹⁷ Only transactions under Regular Agency Fund are subject to FMIS process.



Finance Center Philippine Army External Services



1. Collection on Payment of Non-Appropriated Fund (NAF) and Appropriated Fund (AF)

Collection for the monthly consumption of light and water, Military/Dependents ID billing, rental/lease on facilities owned by the Philippine Army, overpayments of Philippine Army Personnel who were discharged, AWOL, terminated and retired from the service, collection from supplier for Surety Bond/ Performance Bond to guarantee satisfactory completion of a project, Philippine Army Personnel with property and money accountability, Collection from Philippine Army Personnel who were discharged, AWOL, terminated and retired from the service thru B4 Account.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government G2C - Government to Citizen			
Who may avail:	All Active PA Personnel and Dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment (Light and Water)		Office of the Non-Appropriated Fund		
ID Application Form authenticated by IMO, OAA (Military/Dependents ID)		Office of the Army Adjutant		
Order of Payment (Rentals and overpaid P/A)		Accounting Service Philippine Army		
Order of Payment (Bid and Security Performance Bond)		Philippine Army Procurement Center or Philippine Army Bids & Awards Committee		
Demand Letter or Order of Payment (Property and Money Accountability).		Philippine Army Accountability & Liability Adjudication Board or Accounting Service Philippine Army		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present the following whichever is applicable/necessary: a. Light and Water Bill for Light and Water; b. ID application Form w/ authentication from IMB for Military/Dependents ID; c. Bill/ Order of	1.1 Encoding of details	Amount of Bill Non-Appropriated and Appropriated Fund	3 mins	Collecting Clerk
	1.2 Signing of Official Receipt (OR)	N/A	1 min	Collecting Officer



Payment from ASPA for rentals and overpaid pay and allowances, B4 Account; d. Order of Payment from PABAC for Bid Security & Performance Bond; e. Demand and Letter or Order of Payment from PAALAB or ASPA for Property and Money Accountability;				
2. Receive OR	2.1 Issuance of Official Receipt	N/A	1 min	Collecting Clerk
TOTAL:		None	5 mins	

2. Issuance of Statement of Last Payment (SLP)

Issuance of Statement of Last Payment (SLP) for Retirement, Discharged/Separated, Deceased/KIA PA Personnel.

Office or Division:	FCPA
Classification:	Simple
Type of Transaction:	Government-Government, Government-Citizen
Who may avail:	PA Personnel/Retired PA Personnel/Legal Dependents
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
<u>Optional/Compulsory Retirement</u>	
1. Approved Personal Action Form (PAF AGO 110)	Present Unit
2. Pay Data Card (PDC)	FSFO
<u>Discharged EP:</u>	
1. Discharge Order	Last Unit
2. Confirmation Order	OAA/OTAG
<u>Reverted / Separated Officers:</u>	



1. Reversion/ Separation Order		OAA/OTAG		
2. Pay Data Card (PDC)		FSFO		
CDD:				
1. Admission Order fm AFPMC		AFPMC		
2. Discharge Order fm AFPMC		AFPMC		
3. Confirmation of CDD Order		OAA/OTAG		
FOR DECEASED/KIA:				
1. Death Certificate		PSA		
2. Pay Data Card (PDC)		FSFO		
3. Spot Report (For KIA)		Present Unit		
ADDITIONAL REQUIREMENTS:				
For Representative/Liaison:				
1. Consent to Release Financial Records Form		FRB/FSFO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit of Documentary Requirements	1. Checking and Processing of Documentary Requirements.	N/A	1 min	SLP NCO
	2. Preparation of Statement of Last Payment	N/A	7 mins	SLP NCO
	3. Approval of Branch NCO & Chief, FRB	N/A	1 min	Branch NCO & Chief, FRB
	4. Releasing	N/A	1 min	SLP NCO
TOTAL:		N/A	10 mins	
Service is covered under HFCPA Standard Operating Procedure Number 03 dated 16 August 2022 with the subject: Comprehensive Guidelines in the issuance of Financial Records.				

3. Replacement of Stale Check

Replacement of stale check due to the failure of the client to negotiate the check to the authorized Government Servicing Depository Bank (GSDB) within three (3) months.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government G2B - Government to Business			
Who may avail:	All Active and Retired PA Personnel and Suppliers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Update their account		Unit Concern/Suppliers		
2. Justification		Unit concern		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Return of Stale Check	1.1 Received stale check with attached justification	N/A	1 min	Receiving Clerk
	1.2 Prepare DVs for Replacement of stale check		5 mins	Admin NCO
	1.3 Sign DVs box A & forward to PCB		5 mins	Messenger
	1.4 Process and forwarded to ASPA		1 min	Bookkeeper
	1.5 DB receives DV from ASPA		30 mins	Director FCPA & C, ASPA
	1.6 Prepare check		30 mins	Liaison Clerk
2. Receive Check	2.1 Release the check and log sign to the receiving logbook	N/A	2 mins	Releasing Clerk
TOTAL:		None	1 hr &14 mins	

4. Payment of Medal of Valor Awardees

Processing of Medal of Valor Awardees Claim of Inactive Military Personnel and Dependents.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	Valor Awardees/Dependents of Deceased Valor Awardees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Valor Order		GHQ		
2. Marriage Contract (PSA) / Birth Certificate (PSA)		PSA		
3. Legal Beneficiary (JAGO)		JAGO, PA		
4. Dependents ID		Individual Concerned		
5. Photocopy of ATM		Individual Concerned		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements (First-time Claimants Only).	1. FRB Received and processed the documentary requirements	N/A	5 mins	Fractional Clerk
	2. Preparation of List of Medal of Valor Claimants and DV	None	5 mins	Fractional Clerk
	3. Forward to C, Admin for signature	None	5 mins	Fractional Clerk



	4. PCB processes the received DV. Forward the DV to MFB		5 mins	Processing NCO/Clerk Processing Officer
	5. MFB encodes the transaction in the FMIS. Funds and prepares the Obligation Request and Status (ORS) Forwards to ASPA		20 mins	Fiscal Clerk "PS" Funds
	6. DB receives the pre-audited DV with complete attachments from the Pre-audit Branch, OG10. Issues check		30 mins	Receiving Clerk
	7. DB prepares the LDDAP- ADA		1 day	Abstract NCO
	8. Signs LDDAP-ADA & RADAI		25 mins	Director FCPA, Chief DB & Chief ASPA
	9. Transmit LDDAP-ADA to LBP (to be credited to their account)		30 mins	Liaison Clerk
TOTAL:		None	1 day & 2 hrs 40 mins	
Service is covered under Republic Act 9049 dated 20 March 2001 with Subject: An Act Granting Monthly Gratuity and Privileges to an Awardee of the Medal of Valor, Providing Funds therefore, and for the other purposes.				

5. Payment of Commutation of Unused Leave

Process of Commutation of Unused Leave credits of Retired/Separated Philippine Army Personnel and Dependents of Deceased Claimants.

Office or Division:	FCPA
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Retired/Separated PA Personnel and Dependents of Deceased Claimants
CHECKLIST OF REQUIREMENTS	
1. Commutation of Unused Leave Order	OAA
2. Military Leave/Furlough Records	OAA
3. Statement of Service	OAA
4. Photocopy of LBP ATM Card	Concerned Personnel
IF DECEASED MILITARY PERSONNEL	
1. Decree of Final Distribution	OAJA



2. Waiver of Rights of Children/Photocopy of ATM Card		OAJA/Concerned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client or authorized representative from PGAB submits the application for CUL and its supporting documents.	1. CSB receives and checks the completeness and authenticity of the documents	N/A	2 mins	Receiving Clerk
	2. Prepares Disbursement Voucher (DV) and encodes in the database for monitoring		7 mins	Receiving Clerk
	3. Signs DV and forwards to PCB		2 mins	C, CSB, and Messenger NCO
	4. PCB receives and processes the DV		5 mins	Receiving Clerk/ Processing NCO
	5. Signs DV and forwards to MFB		2 mins	Processing Officer and Messenger NCO
	6. MFB designates Batch Nr and prepares the Fund Request and List of Actual Retirees to be Paid (LARP)		10 mins	Fiscal Clerk for Commutation
	7. Sign the LARP and forward it to ASPA		15 mins	Director, FCPA, and MFB Personnel
	8. Receives duly signed LARP from ASPA and transmits to OG1, PA with the Fund Request		30 mins	MFB Personnel
	9. Forwards DV to ASPA for pre-validation		15 mins	MFB Personnel
	10. Receives a copy of Advice of Sub-Allotment (ASA) from OG10	N/A	2 mins	MFB Personnel
	11. Receives the validated DV from ASPA		15 mins	MFB Personnel
	12. Encode to FMIS and Fund DV		10 mins	Fiscal Clerk for Commutation and Chief MFB
	13. Signs DV and forwards to ASPA		20 mins	Director, FCPA, and MFB Personnel



	14. Receives DV from Pre-Audit Branch, OG10		1 min	Receiving Clerk, DB
	15. If compulsory retirement, prepares LDDAP-ADA		25 mins	Bookkeeper, DB
	16. Signs LDDAP-ADA and SLIE		25 mins	Director, FCPA, Chief, DB and Chief, ASPA
	17. Transmits LDDAP-ADA and SLIE to LBP		30 mins	Liaison Clerk
TOTAL		None	3 hrs & 57 mins	
	14. If optional retirement, receives DV from Pre-audit Br, OG10, and prepares check for transfer of the fund to Commutation Account.	N/A	30 mins	Bookkeeper, DB
	15. Signs MDS Check and ACIC		60 mins	Director, FCPA, and Chief, DB
	16. Transmits ACIC to LBP		30 mins	Liaison Clerk
	17. Deposit Check (after 24hrs)		30 mins	Liaison Clerk
	18. Receives DV from Pre-Audit Branch, OG10 for payment		1 min	Receiving Clerk, DB
	19. Prepares ADA/FinDES		40 mins	Bookkeeper, DB, and EDP Personnel
	20. Reviews FinDES		30 mins	FinDES Committee
	21. Signs ADA and FinDES		60 mins	Director, FCPA, and Chief, DB
	22. Transmits ADA/FinDES to LBP		30 mins	Liaison Clerk
TOTAL		None	6 hrs & 47mins	
Service is covered under the HPA Letter Directive dated 27 February 2020 "Revised guidelines in the payment of Commutation of Unused Leave (CUL) of PA military personnel.				

6. Payment of Special Financial Assistance (SFA) Six (6) Months Earning through check

Process of Commutation of Unused Leave credits of Retired/Separated Philippine Army Personnel and Dependents of Deceased Claimants.

Office or Division:	FCPA
Classification:	Highly Technical Transaction
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All Retired/Separated PA Personnel and Dependents of Deceased Claimants



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
2. Commutation of Unused Leave Order		OAA		
2. Military Leave/Furlough Records		OAA		
3. Statement of Service		OAA		
4. Photocopy of LBP ATM Card		Concerned Personnel		
<u>IF DECEASED MILITARY PERSONNEL</u>				
1. Decree of Final Distribution		OAJA		
2. Waiver of Rights of Children/Photocopy of ATM Card		OAJA/Concerned Personnel		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client or authorized representative from PGAB submits the application for CUL and its supporting documents.	1. CSB receives and checks the completeness and authenticity of the documents	N/A	2 mins	Receiving Clerk
	2. Prepares Disbursement Voucher (DV) and encodes in the database for monitoring		7 mins	Receiving Clerk
	3. Signs DV and forwards to PCB		2 mins	C, CSB, and Messenger NCO
	4. PCB receives and processes the DV		5 mins	Receiving Clerk/ Processing NCO
	5. Signs DV and forwards to MFB		2 mins	Processing Officer and Messenger NCO
	6. MFB designates Batch Nr and prepares the Fund Request and List of Actual Retirees to be Paid (LARP)		10 mins	Fiscal Clerk for Commutation
	7. Sign the LARP and forward it to ASPA		15 mins	Director, FCPA, and MFB Personnel
	8. Receives duly signed LARP from ASPA and transmits to OG1, PA with the Fund Request		30 mins	MFB Personnel
	9. Forwards DV to ASPA for pre-validation		15 mins	MFB Personnel



	10. Receives a copy of Advice of Sub-Allotment (ASA) from OG10	N/A	2 mins	MFB Personnel
	11. Receives the validated DV from ASPA		15 mins	MFB Personnel
	12. Encode to FMIS and Fund DV		10 mins	Fiscal Clerk for Commutation and Chief MFB
	13. Signs DV and forwards to ASPA		20 mins	Director, FCPA, and MFB Personnel
	14. Receives DV from Pre-Audit Branch, OG10		1 min	Receiving Clerk, DB
	15. If compulsory retirement, prepares LDDAP-ADA		25 mins	Bookkeeper, DB
	16. Signs LDDAP-ADA and SLIIE		25 mins	Director, FCPA, Chief, DB and Chief, ASPA
	17. Transmits LDDAP-ADA and SLIIE to LBP		30 mins	Liaison Clerk
TOTAL		None	3 hrs & 57 mins	
	14. If optional retirement, receives DV from Pre-audit Br, OG10, and prepares check for transfer of the fund to Commutation Account.	N/A	30 mins	Bookkeeper, DB
	15. Signs MDS Check and ACIC		60 mins	Director, FCPA, and Chief, DB
	16. Transmits ACIC to LBP		30 mins	Liaison Clerk
	17. Deposit Check (after 24hrs)		30 mins	Liaison Clerk
	18. Receives DV from Pre-Audit Branch, OG10 for payment		1 min	Receiving Clerk, DB
	19. Prepares ADA/FinDES		40 mins	Bookkeeper, DB, and EDP Personnel
	20. Reviews FinDES		30 mins	FinDES Committee
	21. Signs ADA and FinDES		60 mins	Director, FCPA, and Chief, DB
	22. Transmits ADA/FinDES to LBP		30 mins	Liaison Clerk
TOTAL		None	6 hrs & 47mins	
Service is covered under the HPA Letter Directive dated 27 February 2020 "Revised guidelines in the payment of Commutation of Unused Leave (CUL) of PA military personnel.				



7. Processing of Unclaimed PS Funds (Retired & Inactive PA Personnel)

Processing of Unclaimed Pay and Allowances, Bonuses & Collateral Entitlement of PA Retired & Inactive PA Personnel.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	PA Retired & Inactive PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Clear photocopy of ATM Card with signature and contact number with the latest proof of deposit transaction.		Concerned Personnel		
2. Specific Orders if needed (Long pay Orders, Promotion Orders, IDP Orders & etc.)		Concerned Office/Unit		
3. Statement of Last Payment (FRB)		FRB		
4. Cert of Non-Payment from FSFO (FRB if centralized pay)		FRB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit of Documentary Requirements	1. Verification & Processing of Documentary Requirements (Including Computation of Claims)	N/A	18 mins	PS Funds Clerk
	2. Preparation of Disbursement Voucher (DV)		4 mins	PS Funds Clerk
	3. Approval of Chief, FRB		1 min	Chief, FRB
	4. Logbook and Forwarded to PCB		1 min	PS Funds Clerk
	5. PCB receives and process DV		5 mins	Processing Officer and Processing Clerk/NCO
	6. Signs DV and forward to MFB		2 mins	Processing Officer and Processing Clerk/NCO
	7. Receives DV and prepare the Obligation Request and Status (ORS)		20 mins	Fiscal Clerk PS Funds



	8. Encode to FMIS and Fund DV		10 mins	Fiscal Clerk PS Funds/Admin NCO, MFB
	9. Signs DV and forward to ASPA		20 mins	Director, FCPA and Admin NCO, MFB
	10. DRB receives DV from Pre-Audit Branch, OAFM		2 mins	Receiving Clerk
	11. DRB receives DV from Pre-Audit Branch, OAFM		7 mins	Bookkeeper, DRB
	12. Prepares ACIC and MDS Check		10 mins	Director, FCPA and Chief, DRB
	13. Forwards ACIC and MDS Check		1 hr	Liaison Clerk
	14. Prepares ADA and FinDes (after 24 hrs)		40 mins	Bookkeeper, DRB
	15. Reviews FinDes		30 mins	FinDes Committee
	16. Signs ADA and FinDes		10 mins	Director, FCPA and Chief, DRB
	17. Forwards ADA, FinDes and deposit the MDS Check to LBP		1 hr	Liaison Clerk
TOTAL:			5Hrs	
Service is covered under Republic Act No. 138 dated 14 June 1947, An Act to define the Pay Status of Personnel in the Armed Forces of the Philippines and for other purposes.				



Finance Center Philippine Army Internal Services



1. Creation of Payroll

This procedure is being done when the FCPA receives request from PA Units thru the FSFOs for the creation of unit payroll mainly those who are undergoing pre-entry courses like CSC, OCC and OCC-ROTC including those who rose from the rank and the newly activated unit.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	Philippine Army personnel of newly created units and pre-entry trainees.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Pre-entry: Transmittal from FSFO (Radio Message or STL)		FSFO		
Letter Request from Unit (STL or Radio Message) indicating therein the effective date and the signatories of payroll		Concerned Unit		
Training Directive		Concerned Unit		
Call to Military Training Order/Appointment Order		Concerned Unit		
Roster of Troops with complete Data For OCC (P2LT) / OCC-ROTC (F/Name, M/Name, Last Name, Extension Name, DOB, PHIC, BIR TIN & Pag-IBIG Mid Nr) For CSC (F/Name, M/Name, Last Name, Extension Name, DOB, PHIC)		Concerned Unit		
After Opening Report		Concerned Unit		
2. Activation of Unit: Transmittal from FSFO (Radio Message or STL)		FSFO		
Letter Request from Unit (STL or Radio Message) indicating therein the effective date and the signatories of payroll		Concerned Unit		
Activation Order		Concerned Unit		
Orders of signatories of payroll		Concerned Unit		
Roster of Troops with complete name and AFPSN		Concerned Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



Unit Commander/ Commandant of the Training Institution thru the FSFOs forward request with complete attachments to FCPA.	1. OTB receives letter request with complete attachments from concerned FSFO.	N/A	5 mins	OTB Personnel
	2. Prepare SDF for signature of Chief, OTB with Memorandum and attached supporting documents		20 mins	Operations NCO
	3. Forward complete package of SDF to Command Section for notation of Executive Officer and Deputy Director and for approval of Director, FCPA		30 mins	OTB Personnel
	4. Furnish copy of Approved Memo to concerned Branches and FSFO of this Center		10 mins	OTB Personnel
	5. EDP encoder creates the new payroll and forward the same to concerned FSFO		1 hour	MRC Encoder
		TOTAL:	2 hrs & 5 mins	

2. Stoppage of Pay and Allowances

This procedure covers the preparation of documents in connection with the request from OG1, PA only for the stoppage of pay and allowances of PA personnel who were Dropped from the Roster of Troops (DFRT), Discharged, Deceased or Separated from the military service.

Office or Division:	FCPA
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	All Active Philippine Army personnel
CHECKLIST OF REQUIREMENTS	
1. Subject-to Letter (STL) from OG1, PA	OG1, PA
2. Disposition Form (DF) Template	OTB
3. Memorandum Template	OTB
4. STL Template	OTB
5. Official Statement of Earnings and Deductions Template	OTB



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
OG1, PA forward request to FCPA (Attn: Chief, OTB) for the stoppage of P/A of PA personnel who was/were DFRT, Discharge, Deceased, or Separated	Received STL with supporting documents from OG1, PA	N/A	2 mins	OTB Personnel
	Prepare SDF for signature of Chief, OTB with Memorandum and attached supporting documents		25 mins	Operations NCO
	Forward complete package of SDF to Command Section for notation of Executive Officer and Deputy Director and for approval of Director, FCPA		30 mins	OTB Personnel
	Furnish copy of Approved Memo to concern Branches and FSFO of this Center.		10 mins	OTB Personnel
		TOTAL:	1 hr & 7 mins	
Service is covered under FCPA Directive dtd 03 June 2021 with Subject: Revised Policy on Stoppage, Restoration and Forfeiture, Collection of Overpayment & Tagging or Untagging of ATM Account.				

3. Restoration of Pay and Allowances

This procedure covers the preparation of the documents in connection with the request from OG1, PA only for the restoration of pay and allowances of PA personnel who were Reinstated, Returned to Military Control (RTMC), or with the cancellation of discharge/separation/reversion/termination orders or nullification of case.

Office or Division:	FCPA
Classification:	Simple
Type of Transaction:	G2G- Government to Government
Who may avail:	All Active Philippine Army personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Subject-to Letter (STL) from OG1, PA	OG1, PA
2. Official Statement of Earnings and Deductions Template	OTB
3. Computation of Overpayment and B-4 account Deduction Template	OTB



4. Acknowledgement of Obligation and Authority for Salary Deduction Template		OTB		
5. Disposition Form (DF) Template		OTB		
6. Memorandum Template		OTB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
OG1, PA forward request to FCPA (Attn: Chief, OTB) for restoration of P/A of personnel who was/were RTMC, Reinstated, or whose orders was Cancelled/Nullified Case	Received letter request from OG1, PA with supporting documents for the restoration of P/A of personnel who was/were RTMC, Reinstated, or whose orders was Cancelled/Nullified Case	N/A	2 mins	OTB Personnel
	Prepare SDF for signature of Chief, OTB with Memorandum, Computation of B4-Account/Overpayment and Authority to Deduct (ATD) if applicable		40 mins	Operations NCO
	Forward complete package of SDF to Command Section for notation of Executive Officer and Deputy Director and for approval of Director, FCPA		30 mins	OTB Personnel
	Furnish copy of Approved Memo to concern Branches and FSFO of this Center		10 mins	OTB Personnel



	TOTAL:	1 hr 22 mins	
Service is covered under FCPA Directive dtd 03 June 2021 with Subject: Revised Policy on Stoppage, Restoration and Forfeiture, Collection of Overpayment & Tagging or Untagging of ATM Account.			

4. Issuance for Financial Records

Issuance of Financial Records such as White Payslips, Remittance Contributions/Deductions (Pag-IBIG, PhilHealth, GSIS & other remittances), Income Tax Returns, and other Financial Certificates.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2G - Government-Government			
Who may avail:	PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Personal Request				
1. AFP ID (Military/CHR)		Concerned Personnel		
2. Filled up Requisition Form		FRB		
ADDITIONAL REQUIREMENTS:				
For Representative/Liaison				
1. Consent to Release Financial Records Form		FRB/FSFO		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit of Documentary Requirements	1. Checking and Processing of Documentary Requirements.	N/A	1 min	Processing & Releasing NCO
	2. Preparation of Financial Records	N/A	4 mins	Processing & Releasing NCO, and Records NCO
	3. Approval of Chief, FRB	N/A	1 min	Chief, FRB
	4. Releasing	N/A	1 min	Processing & Releasing NCO
TOTAL:		N/A	7 mins	
Service is covered under HFCPA Standard Operating Procedure Number 03 dated 16 August 2022 with the subject: Comprehensive Guidelines in the issuance of Financial Records.				

5. Payment of Bonus, Incentive, Cash Gift

Payment of Bonuses, Incentives, and Cash Gifts to all Active Philippine Army Personnel.

Office or Division:	FCPA
Classification:	Simple
Type of Transaction:	G2G - Government-Government



Who may avail:		All Active PA Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Directive from OG1		OTB		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Assures the validity and completeness of the entries in the payroll through their DOs and F/NCOs.	1. OTB receives the directive from OG1, PA. Issue Memo to be signed by Director FCPA to EDPB.	N/A	1 hr	Receiving Clerk/ C, OTB
	2. EDPB prepares and prints the payroll.		3 hrs	EDP Personnel
	3. MFB Request for Fund to OG1, PA.		25 mins	Fiscal Clerk "PS" Funds
	4. FRB prepares the Disbursement Voucher (DV).		10 mins	Records NCO
	5. PCB processes the received DV. Forward the DV to MFB.		10 mins	Processing Clerk /NCO & Processing Officer
	6. MFB encodes the transaction in the FMIS. Funds and prepares the Obligation Request and Status		20 mins	Fiscal Clerk "PS" Funds



	(ORS). Forwards to ASPA.			
	7. DB receives the pre- audited DV with complete attachment s from the Pre-audit Branch, OG10. Issues check.		1 min	Receiving Clerk
	8. Prepares MDS Check & ACIC.		1 min	Book Keeper DB
	9. Signs MDS Check & ACIC		60 mins	Director, FCPA & Chief DB
	10. Forwarded ACIC to LBP.		30 mins	Liaison Clerk
	11. Prepares ADA & FinDes (After 24 hrs)		40 mins	Bookkeeper DB, and EDP Personnel
	12. Review FinDes.		30 mins	FinDes Committee
	13. Sign ADA & FinDes.		60 mins	Director, FCPA & Chief DB
	14. Forwards ADA, FinDes & deposit the MDS Check to LBP.		30 mins	Liaison Clerk
TOTAL:		None	5 hrs & 52 mins	



6. Payment of Reenlistment Clothing Allowance (RCA) “In-Cash” Claims

This process covers the Payment of Reenlistment Clothing Allowance (RCA) “In-Cash” of PA Enlisted Personnel.

Office or Division:	FCPA			
Classification:	Simple			
Type of Transaction:	G2G - Government-Government			
Who may avail:	All PA Military Enlisted Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. STL of RCA Lists from OG1, PA		OG1, PA		
2. Reenlistment Order from PAMU		PAMU		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Documentary Requirements	1.1. FRB receives the transmittal of the RCA list from OG1, PA	N/A	2 mins	RCA NCO
	1.2. Verify and encode reenlistment order		2 days (300 Pers/batch)	RCA NCO
	1.3. Printing and checking of initial Payroll		2 days	RCA NCO/RCA Clerk
	4. Printing of Final payroll		2 hrs	RCA NCO
	5. Prepares Disbursement Voucher (DV).		10 mins	RCA NCO
	6. Signs DV and forwards to OG1, PA for signature of payroll.		10 mins	Chief, FRB, and RCA NCO
	7. FRB receives signed payroll from OG1, PA, and forward to PCB		2 mins	RCA NCO
	8. PCB receives and processes DV		5 mins	Processing Officer and Processing Clerk/NCO
	9. Signs DV and forward to MFB		2 mins	Processing Officer and Processing Clerk/NCO
	10. Receive DV and prepare the Obligation Request and Status (ORS)		20 mins	Fiscal Clerk PS Funds



	11. Encode to FMIS and Fund DV		10 mins	Fiscal Clerk PS Funds/Admin NCO, MFB
	12. Signs DV and forward to ASPA		20 mins	Director, FCPA, and Admin NCO, MFB
	13. DB receives DV from Pre-Audit Branch OG10		1 min	Receiving Clerk
	14. Prepares ACIC and MDS Check		1 min	Bookkeeper, DB
	15. Signs ACIC and MDS Check		60 mins	Director, FCPA, and Chief, DB
	16. Forwards ACIC to LBP		30 mins	Liaison Clerk
	17. Prepares ADA and FinDES		40 mins	Bookkeeper, DB, and EDP Personnel
	18. Reviews FinDES		30 mins	FinDES Committee
	19. Signs ADA and FinDES		60 mins	Director, FCPA, and Chief, DB
	20. Forwards ADA, FinDES and deposit the MDS Check to LBP		30 mins	Liaison Clerk
		TOTAL:	4 days & 7 hrs	
Service is covered under the HPA Letter Directive dated 12 April 2017, Subject: Implementing Guidelines on the Payment of RCA "In-Cash" and Issuance of RCA "In-Kind".				
Funds for RCA are downloaded on the 1 st Quarter of the fiscal year from OG1, PA to FCPA				

7. Payment of Pay and Allowance (P/A) through ATM Payroll

Payment of all Active Philippine Army Personnel.

Office or Division:		FCPA		
Classification:		Simple		
Type of Transaction:		G2G		
Who may avail:		All Active PA Personnel		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. ATM Payroll		EDP Br, FCPA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. FRB receives ATM Payroll	N/A	2 mins	Record NCO



	2. Prepares DV		10 mins	Record NCO
	3. Signs DV and forwards to PCB		2 mins	Chief, FRB & Record NCO
	4. PCB receives and processes the DV		5 mins	Processing Clerk/NCO
	5. Signs DV and forwards to MFB		5 mins	Processing Officer and Messenger NCO
	6. MFB receives DV and prepares ORS		2 mins	Fiscal Clerk
	7. Encode to FMIS and Fund DV		10 mins	Fiscal Clerk and Chief MFB
	8. Signs DV and forwards to ASPA		20 mins	Director, FCPA, and Admin NCO, MFB
	9. DB receives DV from the Pre-audit Branch, OG10		1 min	Receiving Clerk
	10. Prepares ACIC and MDS Check		1 min	Bookkeeper DB
	11. Signs ACIC and MDS Check		10 mins	Director, FCPA, and Chief, DB
	12. Forwards ACIC to LBP		30 mins	Liaison Clerk
	13. Prepares ADA and FinDES (after 24hrs)		40 mins	EDP Personnel
	14. Reviews FinDES.		30 mins	FinDES Committee
	15. Signs ADA and FinDES.		40 mins	Director, FCPA, Chief, DB, and EDP Personnel
	16. Forwards ADA, FinDES and deposit the MDS Check to LBP.		30 mins	Liaison Clerk
TOTAL:			3 hrs & 58 mins	
Manual of Procedures Document No: FCPA-QP-EDP-001 Title: Payroll Process.				
Funds from OG1, PA are received every last week of the preceding month.				



8. Investigation/Disposition of other ESPA complaints/reports

Other ESPA complaints/reports are violations by FCPA personnel on RA 6713, RA 3019, RA1379, RA 9262, RA 7877, RA 8353, RA 11313, Revised Penal Code Title Seven, and Article of War 95 (Frauds against the Government)

Office or Division:	OESPA, FCPA			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Dependents of FCPA Personnel, Civilian and PA Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
2. Documentary evidence/s (1 original copy per evidence)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complainant submits his/her affidavit-complaint and pertinent documents to the investigation personnel of OESPA, FCPA.	1. The investigation personnel validates the completeness of the documents and entry the complaint in the master list/database of cases.	None	10 mins	<i>Investigation NCO OESPA</i>
	2. The investigation personnel informs the complainant to submit lacking documents (if there are any)	None	10 mins	<i>Investigation NCO OESPA</i>
	3. The investigation personnel drafts/prepares/sends summon to respondent and other personnel involved and require to submit their respective counter-affidavits. - 2 days if respondent is assigned inside post - 7 days if respondent is located within the same major island	None	5 days	<i>Investigation NCO OESPA</i>



	- 10 days if respondent is located to other major island			
	4. Upon reporting of respondent and other personnel involved in the case, investigation personnel initiate the conduct of investigation through taking of the Sworn Statements.	None	5 days	<i>Investigation</i> NCO OESPA
	5. Investigation personnel prepares the investigation report and the result of action taken/disposition of the case (IR/SDF) for approval of Director FCPA.	None	23 days	<i>Investigation</i> NCO OESPA
	6. Investigation personnel to inform all concerned on the approved final disposition of the case/complaint.	None	2 days	<i>Investigation</i> NCO OESPA
		TOTAL:	35days & 20 mins	
Service is covered under HPA Personnel Directive Nr 01 dated 09 March 2016, subject: Disposition of Administrative Cases and Impositions of Sanctions				



Office of the Army Adjutant External Services



1. Issuance of Certificate of Bonafide members for active Military Personnel and Legal Dependents

The Certificate of Bonafide Member is one of the requirements to facilitate the supporting documents for Special Financial Assistance, reimbursement of hospital expenses, loans, legal beneficiaries of military personnel, dependents and other stakeholders. This Certification is valid for six (6) months only.

Office or Division:	OAA			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Active Military Personnel and Dependents/Legal Beneficiaries"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Last Unit Assignment		
2. Updated Summary of Information (SOI)		IMB, OAA, PA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty Enlisted Personnel/Admin NCO at the OAA lobby.	1. Receive the letter request, validate and process the data	None	20 minutes	Admin NCO, Admin Branch, OAA
	1. For signature of Admin Officer	None	Ten (10) minutes	Chief Admin Branch, OAA
2. Sign in the Customer Log Book at OAA lobby.	2. Certificate shall be released by the duty EP at the OAA Lobby	None	None	Duty EP/ Admin NCO, Admin Branch, OAA
TOTAL:		None	30 minutes	

2. Issuance Certificate of Legal Beneficiaries and Bonafide Members (for Death Claims)

This Certificate is issued to declare legal beneficiary/ies of military personnel who died **In-Line-Of-Duty** status, thus, have the rights to claim benefits such as:

- Survivorship Benefit Claims
- Special Financial Assistance (SFA)
- House and Lot Remuneration
- Other affiliated financial institutions

Military Personnel whose death is considered **Not In-Line-Of-Duty** may also be issued with Certification with purposes limited to claim benefits from affiliated financial institution. Priority shall be given to the bereaved family of those who were Killed-in-Action upon submission of required documents.

Office or Division:	OAA
Classification:	Complex



Type of Transaction:		G2C - Government to Citizen		
Who may avail:		Dependents/Legal Beneficiaries/ Authorized Representatives		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Complete Military Personnel File (MPF)		Records Branch, OAA,PA		
2.Letter Request		Last Unit Assignment		
3.Certificate of Beneficiaries (1 original copy)		Last Unit Assignment		
4.Casualty Report (1 original copy)		Last Unit Assignment		
5.Death Certificate (1 original copy with Official receipt)		Philippine Statistics Office		
6. Duly Notarized Special Power of Attorney (for authorized representatives only)		Any Law Firm/Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty Records Processing NCO at the OAA Lobby.	Receive the letter request/application folder	None	20 minutes	Duty Records Processing NCO
	Process the SOS/ Leave Records/ Certificate of Beneficiaries and Certificate of Bona Fide Members	None	One (1) day, seven (7) hours and 35 minutes	Records Processing NCO, Records Branch, OAA
	For signature of C, Records Branch and Army Adjutant	None	One (1) day	
2.Sign in the Customer Log Book at OAA lobby.	Certificate shall be released by the duty EP at the OAA lobby	None	Five (5) minutes	Duty EP/ Admin NCO, Admin Branch, OAA
TOTAL:		None	Three (3) days	

3. Issuance of Military, Dependents and Civilian HR ID

AFP ID shall be issued to military personnel in the active service, their qualified dependents and civilian human resources and be used for official transactions as required. Applications considered as non-appearance will be given a schedule once the ID is available for release.



Office or Division:	OAA
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Active Military Personnel, Civilian Human Resource, and Legal Dependents
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Active Officer/Enlisted Personnel</u>	
1. Application form duly accomplished and endorsed by applicant's Admin Officer	ID Processing Branch Window, OAA
2. Officer – 1 Authenticated copy of latest Promotion Order EP- Authenticated copy of latest Re-enlistment Order	OTAG, GHQ Division/Unit Assignment
3. Old AFP ID to be surrendered (if lost, attach Affidavit of Loss) - 1 orig copy	Any Law Firm/Office
<u>Dependents:</u>	
a. Application form duly accomplished and endorsed by applicant's Admin Officer	
b. Spouse – Authenticated copy of marriage contract issued by PSA Children – Authenticated copy of birth certificate issued by PSA (only below 21 years old are qualified dependents) Parents – Authenticated copy of marriage contract and active personnel birth certificate (for married, age of parents should be 60 years old and above to be qualified)	Philippine Statistics Authority
c. Authenticated copy of promotion order (Officer)/Re-enlistment order (EP)	OTAG, GHQ/ Division/Unit Assignment
d. Old AFP ID (if renewal) (if lost, attach Affidavit of Loss)	Any Law Firm/Office
e. Any valid ID	Any Government Office



*Civilian HR (Requirements to be processed and endorsed by CPO, APMC OAA facilitates only the picture taking and ID printing)		Civilian Personnel Office, APMC, PA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit duly accomplished application form at IMB,OAA for Validation	1.Receive the required documents and validate the data	None	15 minutes	IMB Validation NCO
2. Pay the required fees at the PCB, FCPA (For dependents ID and lost ID ONLY. If not, proceed to Step 3	2. Receive the payment and issue Official Receipt	Dependents ID: PhP100.00 Lost ID: PhP100.00	15 minutes	PCB Processing NCO, FCPA
3.Submit the validated documents to the Duty Enlisted Personnel/ID Processing NCO at the IDP window.	3.Receive the required documents and process the data (Data Capture) For Appearance: Biometric, picture taking, thumb mark and signature For Non-appearance: Cropping of picture, thumb mark and signature	None	15 minutes	ID Processing NCO
	4. Print the ID Card	None	2 minutes	ID Processing NCO
4.Sign in the Customer Log Book at IDP Branch	5.ID Card shall be released at the ID Processing Branch Window	None	3 minutes	ID Processing NCO
TOTAL:		PhP100.00	50 minutes	



4. Processing of Survivorship Benefit Claims

Death benefit claims and commutation of unused leave claims due the declared legal beneficiaries of deceased military personnel whose death are declared in-line-of-duty are facilitated and processed by the Pension and Gratuity Assistance Branch (PGAB). Applications received by PGAB shall be checked as to completeness, validity and authenticity of the documents/requirements prior to endorsement to various concerned offices.

Office or Division:	OAA
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	Legal Beneficiaries of Deceased Military Personnel

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
CAUSE OF DEATH: KILLED-IN-ACTION/DIED ON WOUND, MURDER/ACCIDENT, SICKNESS	
WIDOW/PARENT	PGAB/PGAO
a. Pensioner Update Form (PUF) - 5 copies	
b. Application for Death Benefit Claims - 1 original copy, 1 photocopy	PGAB/PGAO
c. Marriage Contract of Widow/Parents w/ receipt 1 PSA original copy, 10 photo copies Attach CRS Form # 5 (Advisory on Marriages) w/ receipt - 1 PSA original copy, 10 photo copies Attach affidavit of discrepancy (If any)	PSA Law Firm/Office
d. Birth Certificate of the Deceased w/ receipt -1 PSA original copy, 8 photocopies If single attach CRS Form # 4 (CENOMAR) w/ receipt -1 PSA original copy, 8 photocopies Attach affidavit of discrepancy (If any)	PSA Law Firm/Office
e. Birth Certificate of Children and Wife w/ receipt -1 PSA original copy, 8 photocopies Attached affidavit of discrepancy (If Any)	PSA Law Firm/Office
f. Affidavit of Widow/Parents (Authenticated) 1 original copy, 7 photocopies	Law Firm/Office
g. JAGO Form 15 (Authenticated) -1 original copy, 7 photocopies	PGAB/PGAO
h. Death Certificate if either of the Beneficiaries is Deceased-1 PSA original copy, 8 photocopies Attach affidavit of discrepancy (If any) w/ receipt	PSA Law
i. Photocopy of ATM Savings Account Nr (LBP only) must be cleared and stenciled-8 photocopies	Land Bank of the Philippines
j. Whole Body Picture, Post Card Size, Picture of Claimant -2 pieces	Claimant



ADDITIONAL REQUIREMENTS CAUSE OF DEATH: KILLED-IN-ACTION/DIED ON WOUND, MURDER/ACCIDENT, SICKNESS		UNIT /PGAO
a.	Death Certificate of the deceased, Register in LCR/PSA w/ receipt 1 original copy, 15 photocopies	PSA
b.	Spot Report - 1 orig, 4 photocopies	UNIT/PGAO
c.	Casualty Report - 1 orig, 3 photocopies	UNIT/ PGAO
d.	Statement of Service from Unit -1 orig, 3 authenticated copies (Attach one copy of all orders from Call to mil training to last promotion order only)	UNIT
e.	Leave / Furlough Record from Unit- 1 orig, 1 authenticated copy	UNIT
f.	Statement of Last Payment 1 orig, 7 authenticated copies	Finance Center,PA
g.	Authorization to Deduct 1 orig, 2 photocopies	Format-PGAB
h.	Certificate of Beneficiaries from Unit 1 orig, 1 authenticated copy	UNIT
FOR KIA/DIED ON WOUND ONLY (I-M)		UNIT
i.	Division Clearance 1 orig, 7 photocopies	UNIT
j.	After Encounter Report 1 orig, 7 photocopies	UNIT
k.	Sketch of Encounter 1 orig, 7 photocopies	UNIT
l.	Task Organization 1 orig, 7 photocopies	UNIT
m.	Autopsy Report or Post Mortem Certificate of Death, if wounded in action - 1 orig, 4 photocopies	Attending Physician/ Medical Center
n.	Explanation for late filing from Unit & wife/parents if single -1 orig, 2 photocopies (if submitted Three (3) years and more after death)	Claimant
CAUSE OF DEATH: MURDER/ACCIDENT, SICKNESS ONLY		
i.	LOD Board Order	UNIT
(1)	Investigation Report 1 orig3 photocopies	
(2)	Creation of the LOD Board 1 orig, 1 photocopy	
(3)	Sworn Statement of Witness 1 orig, 1 photocopy	
(4)	Minutes of LOD Proceedings 1 orig, 1 photocopy	
(5)	Report of LOD Proceedings 1 orig, 1 photocopy	
j.	Explanation for late filing from Unit & wife/parents if single -1 orig, 2 photocopy (if submitted Three (3) years and more after death)	Claimant
ADDITIONAL REQUIREMENTS IF THE DECEASED HAS COMMON-LAW SPOUSE/CHILDREN		



CAUSE OF DEATH: KILLED-IN-ACTION/DIED ON WOUND, MURDER/ACCIDENT, SICKNESS				
a.	Birth Certificate of Children acknowledge by the father w/ receipt - 1 PSA original copy, 8 photocopies			PSA
b.	Affidavit of Common Law Wife (CLW) (Authenticated) - 1 orig, 4 photocopies			Law Firm/Office
c.	Affidavit of Two (2) Disinterested Persons (Authenticated) - 1 orig, 4 photocopies			Law Firm/Office
d.	Affidavit of Guardianship of Children (Authenticated) - 1 orig, 4 photocopies			Law Firm/Office
e.	Photocopy of ATM Savings Account Nr (LBP only) (write your contact number and signature - 8 photocopies			Land bank of the Phils
f.	PUF of Guardian & Children w/ signature & thumb mark - 1 orig, 4 photocopies			Form-PGAB/PGAO
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claimant or liaison shall submit the required documents to the Duty PGAB Processing NCO at the OAA Lobby	Receive the application folder. Check the completeness, validity and authenticity of documents.(claimant shall be informed thru call regarding the status of application.)	None	20 minutes	Duty PGAB & Processing NCO
	Draft Battle Casualty Report, Report of Death and Command Clearance, Request for SOS, Certificate of Ben and MLFR/ Prepare DV for Burial Allowance; Endorse approval for issuance of posthumous and commutation of unused leave order;	None	15 working days	PGAB Processing NCO



	Request for Legal Opinion, Declaration of Legal Beneficiaries and Decree of Final Distribution (at OAJA) (15 working days)	None	15 working days to one (1) month for Legal Opinion, DLB and DFD especially if the claim is contested	PGAB Processing NCO
	Wait for CG's Approval for Posthumous Retirement/ Separation of EP & CUL of both EP & Officers) (15 working days –one (1) month	None	15 working days to one (1) month	PGAB Processing NCO
	Secure and request from Publication & Distribution Branch, OAA the published & authenticated Special Order for posthumous and CUL	None	15 minutes	PGAB Processing NCO
<i>(Claimant shall be informed thru call once the folder is received at AFPPGMC)</i>	Prepare and Transmit to AFP PGMC the complete folder of EP for processing, funding and payment of monthly pension and folder of Officers for approval of Posthumous Retirement/Separation (weekly)	None	One (1) day (every Thursday)	PGAB Processing NCO
<i>(Claimant shall be informed thru call once the folder is received at FCPA)</i>	Prepare and transmit to FCPA the documents for processing of fund and payment of CUL (EP & Officer) and separation claims (Officer)	None	Three (3 days)	PGAB Processing NCO
TOTAL:		None	Approximately two (2) months & 15 working days	
Service is covered under the following: a. Presidential Decree (PD) Nr 1638 dated 10 September 1979, entitled "The AFP Military Personnel Retirement and Separation Decree of 1979";				



- b. Circular Nr 11, GHQ, AFP dated 06 Sep 2019, entitled Managing and Processing of Retirement and Separation of Military Personnel and Transfer of Pension (TOP) Benefits in the AFP

5. Processing of Command Special Financial Assistance

This is a Cash Assistance from the Command given to Killed-in-Action military personnel's legal beneficiary equivalent to the average six (6) month's salary, including allowances and bonuses, during the last twelve (12) months preceding the death of the personnel which shall not be considered a part of the estate of the deceased and which shall be exempted from attachment, garnishment or execution and from income and other taxes; given to the bereaved family upon submission of required documents.

Office or Division:	OAA			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Legal Beneficiaries (thru authorized Unit Survivor NCO)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Spot Report/Situation Report		Concerned Last Unit Assignment		
2. Summary of Information (SOI)		IMB, OAA		
3. Certificate of Beneficiaries (1 original copy) (as needed or in case legal beneficiary reflected in the SOI is not updated)		Last Unit Assignment		
4. Certificate of Last 12 months Earnings		Finance Center, PA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Authorized Unit Survivor NCO/liaison shall submit the Spot Report to the Duty PGAB NCO at the PGAB Window. <i>(can also be submitted thru Zimbra account)</i>	Receive copy of documents then coordinate with concerned Battalion/Unit and MOWEL, OG1 to validate said Report.	None	1 hour	Duty PGAB NCO
2. Request Certificate of Last 12 Months Earnings from FCPA then submit to Duty PGAB NCO	Receive copy of Certificate of Last 12 Months Earnings, Compute amount of SFA then prepare Disbursement Voucher (DV) for	None	2 hours	Duty PGAB NCO



(once Report is validated)	signature of Chief, PGAB			
	For signature of C, PGAB	None	10 minutes	
3. Sign in the Customer Log Book at PGAB Window	Signed DV with attached supporting documents shall be released by the duty EP at the Branch window	None	Five (5) minutes	Duty PGAB NCO
4. Forward DV to FCPA with the following attachments: •Spot Report •SOI •Cert of Beneficiary from Unit (as needed) •Certificate of Last 12 Months Earnings	<i>PGAB Duty NCO shall monitor and coordinate with the Authorized Unit Survivor NCO/liaison NCO until SFA payment is done and received by the intended legal beneficiary.</i>	None	Five (5) minutes	Duty PGAB NCO
TOTAL:		None	Three (3) hours and 20 minutes	
Service is covered under: a. RA 6963 dated 14 September 1990, with subject; An Act Granting Special Financial Assistance and Benefits to The Family or Beneficiary of Any Police or Military Personnel or Fireman Killed or Permanently Incapacitated while in the Performance of His Duty or by Reason of His Office or Position and for Other Purposes; b. SOP Nr 15, HPA dated 10 September 2019, with subject: KIA Express Lane Advisory Committee				



Office of the Army Adjutant Internal Services



1. Authentication of Orders (Published the Current Year)

The authentication of orders is done to certify that the document is a true copy from the original orders/documents to support applications for different transactions or claims.

Office or Division:	OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active/Retired/Discharged/ separated Military Personnel, Civilian Human resources and Dependents/Legal Beneficiaries			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/Request Form		Unit/Office, Customer/PDBr Window, OAA		
1. Photocopies of Orders)		Customer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty EP at the Publication & Distribution Branch window or fill out the request form and attach the stamped photocopies of orders	1. Receive the documents and check completeness	None	Five (5) minutes	PDr Branch Processing NCO, OAA
	2. For signature of Chief Publication & Distribution Branch, OAA	None	Eight (8) minutes	Chief Publication & Distribution Branch, OAA
2. Sign in the Customer Log Book at OAA lobby.	3. Authenticated orders shall be released by the duty EP at the Branch window	None	Two (2) minutes	Duty EP/ PDr Branch, OAA
TOTAL:		None	15 Minutes	



2. Authentication of SOS, Military Leave/Furlough Records and Orders (Published the previous years)

The authentication of documents is done to certify that the document is a true copy from the original orders/documents to support applications for different transactions or claims.

Office or Division:	Records Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active/Retired/Discharged/Separated Military Personnel, Civilian Human resources and Dependents/Legal Beneficiaries"			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request/Request Form		Unit/Office, Customer/OAA lobby		
2. Original copy of signed SOS and Leave Records		Customer		
3. Photocopies of signed SOS and Leave Records		Customer		
4. Photocopies of orders published the previous years		Customer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty EP/Records Processing NCO at the OAA lobby or fill out the request form and attach the stamped photocopies	1. Receive the documents and check completeness	None	ten (10) minutes	Records Processing NCO, OAA
	2. For signature of Chief Records, OAA	None	50 minutes	Chief Records Branch, OAA
2. Sign in the Customer Log Book at OAA lobby.	3. Authenticated orders/SOS/Leave Records shall be released by the duty EP at the OAA Lobby	None	Two (2) minutes	Duty EP, Records Branch, OAA
TOTAL:		None	15 Minutes	



3. Issuance of PA Unified Clearance

The Philippine Army Unified Clearance (PAUC) serves as a tool for verification and to determine whether PA military or civilian personnel has pending/unresolved cases or whether they are facing administrative charges or free from any property and money accountabilities while in the active service.

The PAUC is issued to active military personnel and civilian human resources for their application for purposes of loans, promotion, schooling, leave to be spent abroad, ETAD, SOT(Officer) and retirement/separation benefit claims. Certificate of Non-Pending Case from unit is required for purposes of loan and schooling. However, additional OACESPA Clearance is required for purposes of loans, promotion, ETAD, SOT and retirement. The office may not accept request and other requirements issued for more than one (1) month. PAUC is valid for one (1) month for purposes of loan and six (6) months for other purposes.

Office or Division:	DLO Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active Military Personnel and Civilian Human Resource			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request		Unit/Office		
Office Certification of Non-Pending Case or DLO Clearance		Unit/Office		
OESPA Clearance		Unit/Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty Enlisted Personnel/DLO Duty NCO at the OAA Lobby.	1. Receive the letter request, validate and process the data	None	10 minutes	DLO Duty NCO
	2. Print Clearance	None	Five (5) minutes	DLO Duty NCO
2. Sign in the Customer Log Book at lobby.	3. Certificate shall be released by the duty EP at the OAA lobby	None	Five (5) minutes	Duty EP/ Admin NCO, Admin Branch, OAA
TOTAL:		None	15 minutes	



4. Issuance of General, Special and Letter Orders and Directives issued by PA and available GHQ orders

GO, SO, LO, policies and directives are documents issued for the benefit of the units/offices and personnel of the Philippine Army. GO/SO/LO are issued to reflect awards, longevity pay, designation, reassignment, promotion, appointment, commutation, retirement, allowances, detail/termination, travel confirmation of all PA personnel. While policies and directives, to include SOPs and circulars, are issued to coordinate and conform with the guidelines set forth by the Higher Headquarters and authorities.

Office or Division:	Publication & Distribution Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may Avail:	Active Military Personnel and Civilian Human Resource, Reservists			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter Request/Requests form		Unit/Office, PDBranch, OAA		
Military/valid ID		Unit/Office		
Authority of Order		Unit/Office		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document to the Duty Enlisted Personnel/ Processing NCO at the Publication Branch window	Receive the requests: present military valid ID/claim stub (5 mins)	None	5 minutes	Duty EP, Publication Branch, OAA
	Verification of order (5 mins)	None	5 minutes	Duty EP, Publication Branch, OAA
	Release			
TOTAL:		None	10 minutes	

5. Issuance of Statement of Service and Leave Records for active/retired/separated/discharged personnel

SOS is a document which provides detailed employment records of military personnel. This is issued for specific purposes such as, promotion, reenlistment, ETAD/CAD, leave to be spent abroad and loan.

Office or Division:	Records Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active/ Inactive Military Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personnel Action Form		Unit Assignment/Office		
Post Card Size Picture of applicant		Unit Assignment/Office		



Latest Family Picture		Claimant		
Statement of Service/Leave Record from Unit		Unit Assignment/Office		
Appointment Order (Officer)		Unit Assignment/Office		
Call to Military Training Order (EP)		Unit Assignment/Office		
CAD Order and SOT Order (Officer)		Unit Assignment/Office		
Original Enlistment Order and Two Latest Reenlistment Order (EP)		Unit Assignment/Office		
All Promotion Orders		Unit Assignment/Office		
Amendment Order (if any)		Unit Assignment/Office		
Birth Certificate (PSA)		PSA		
Birth Certificate of Spouse and Children (PSA)		PSA		
Marriage Contract of Spouse or Parents (if single)		PSA		
Duly Accomplished Personal History Statement (PHS)		Unit Assignment/Office		
Awards/Decorations		Unit Assignment/Office		
Medical/Dental Records		Unit Assignment/Office		
<u>Additional Requirements for Retirement</u> a. Statement of Last Payment b. Post Card Size Picture of Spouse		a. Unit Assignment/Office b. claimant		
<u>Additional Requirements, if with Civilian Service</u> a. Confirmation from HPA b. Appointment Order c. Service Records		Last Unit/Office Assignment		
<u>Additional Requirements for Retirement/Separation with CDD</u> a. Confirmation Order of CDD from HPA b. CDD Worksheet from AFPMC c. CDD Order from AFPMC		Records, Br, OAA AFP Medical Center, GHQ		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required document to the Duty Enlisted Personnel/Admin NCO at the Records Branch.	Receive documents and check for completeness and validity.	None	Six (6) hours	Duty on desk /Processing NCO/C, Rec Branch/AA



	Process the SOS/Leave Records/ Certification for Reenlistment/	None	2 days	Duty on desk /Processing NCO/C, Rec Branch/AA
	For checking and signature of Chief, Records Branch/ Army Adjutant		Two (2) hours	Chief Records Branch/Army Adjutant
2. Sign in the Customer Log Book at the OAA lobby	Release			
TOTAL:		None	Three (3) days	

6. Issuance of The Inspector General Clearance Request for Active Military Personnel

OAA provides Endorsement Letter signed by the Army Adjutant for the issuance of The Inspector General Clearance to support their application for retirement, separation, application for Philippine Legion of Honor, application for The Outstanding Philippine Soldier and for Leave to be spent Abroad.

Office or Division:	Administrative Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active Military personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request from unit/office		Unit/Office		
PA Unified Clearance		OAA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty Enlisted Personnel/Admin NCO at the Lobby.	Receive required documents, validate data, log in the electronic Journal and stamp 'RECEIVED' on the request.	None	10 minutes	Duty EP, Admin Branch, OAA
	Generate the template, process and print.	None	15 minutes	Duty EP, Publication Branch, OAA



	For signature of Chief, Admin Branch	None	Five (5) minutes	Duty EP, Publication Branch, OAA
2. Sign in the Customer Log Book at the OAA lobby	Release	None	Five (5) minutes	Duty EP, Publication Branch, OAA
TOTAL:		None	35 minutes	

7. Processing of Retirement/Separation/with Certificate of Disability Discharge/Commutation of Unused Leave Claims

Pension and Gratuity Assistance Branch (PGAB) facilitates the processing of retirement, separation, discharge, retirement/separation with complete disability discharge (CDD), and Commutation of Unused Leave Claims (CUL) of military personnel. Applications received shall be checked as to the completeness, validity and authenticity of the documents/requirements prior to the preparation of other supporting documents and endorsement to various concerned offices (OG1, PA, FCPA and/or AFP PGMC) for further processing and approval.

Office or Division:	PGAB, OAA
Classification:	Highly Technical
Type of Transaction:	G2G - Government to Government
Who may avail:	Active Military Personnel
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Personnel Action Form with 2 copies of 2x2 ID Picture (AFP AGO Form 110) 1 orig copy	Unit Assignment/Office
Accomplished AFP Personnel Data Sheet with 2x2 ID Picture 1 orig copy	PGAB, OAA
Family Documents (1 orig copy each) If Married: PSA Marriage contract w/receipt PSA Birth Certificate w/ receipt PSA CRS Form Nr 5 or Advisory on Marriages w/ receipt Notarized Affidavit of Discrepancy (as needed) If Single: PSA CRS Nr 4 or Certificate of No Marriages (CENOMAR) with receipt PSA Marriage Certificate of Parents with receipt	Philippine Statistics Office
Accomplished Dependents' Information Sheet with 2x2 ID Picture (1 orig copy) with attached family documents (1 orig copy each): If Married: PSA Birth Certificate of spouse & children below 21 y/o w/ receipt	PGAB, OAA Philippine Statistics Office



PSA CRS Form Nr 5 (Advisory on Marriages of spouse w/ receipt) PSA Notarized Affidavit of Discrepancy (as needed) If Single: PSA Birth Certificate of parents w/ receipts if both are still living. If not, PSA Death If both parents predeceased, PSA birth certificate and CRS Nr 4 (CENOMAR) of unmarried siblings	
PA Unified Clearance (Must reflect the APAO, AHO, and Accounting Clearance) 1 orig copy, 4 authenticated copies	OAA
Clear Photocopy of Land Bank ATM Card (Front only) with 3 specimen signature and contact number (2 copies)	Land Bank of the Philippines
Duly Notarized Affidavit of Delay (applications submitted less than 7 months from effective date of retirement) 1 orig copy	Concerned Retiree/Claimant
Affidavit of Non-Retractation (Notarized) 1 orig copy	Concerned Retiree/Claimant/Law Office
Accomplished Certification of Authenticity of Documents by the retiring personnel 1 orig copy	Concerned Retiree/Claimant
Statement of Service 1 orig copy, 6 authenticated copies	Records Branch, OAA
Military Leave/Furlough Records 1 orig copy, 6 authenticated copies	Records Branch, OAA
Statement of Last Payment 1 orig copy, 4 authenticated copies	Finance Center, Philippine Army
GHQ Clearances: 1 orig copy, 2 authenticated copies each) OTIG Clearance AFPREG Clearance TJAG Clearance TPMG Clearance OESPA Clearance (Officers)	Camp General Emilio Aguinaldo, Quezon City
Ombudsman Clearance with Official Receipt 1 orig copy, 2 authenticated copies	Office of the Ombudsman
Personal Reason Why Applying for Optional Retirement (Officer Only) 1 orig copy	Concerned Retiree/Claimant
Additional if With Certificate of Disability Discharge: 1 orig copy, 7 authenticated copies each CDD Order from V-Luna (AFPHSC) and Confirmation of CDD order from HPA CDD Worksheet from V-Luna (AFPHSC)	AFP Health Service Command



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Claimant or liaison shall submit the required documents to Duty PGAB Processing NCO at the OAA lobby.	Receive the application folder. Check the completeness, validity and authenticity of documents. Determine if there are overpayments. If so, prepare a Command Certification to be signed by the AA. (claimant shall be informed thru call regarding the status of application.)	None	2 days	Duty PGAB & Processing NCO
	Endorse application for retirement or separation of Officers to AFP PGMC for approval and payment of monthly pension/36 months lump sum for Officers with or without ombudsman clearance.	None	5 days	PGAB Processing NCO
	Endorse to OG1 for CGPA's approval of Retirement/ Separation Orders and CUL orders of EP and CUL Orders of Officers	None	30 working days	PGAB Processing NCO
	Secure copy of orders from Publication Branch for Ret/Sep of EP and CUL for Officers and EP	None	3 days	PGAB Processing NCO
<i>(Claimant shall be informed thru call once the folder is received at AFPPGMC)</i>	Prepare and Transmit to AFP PGMC the complete folder of EP for processing, funding and payment of monthly pension (weekly)	None	5 days	PGAB Processing NCO
<i>(Claimant shall be informed thru call once the folder is received at FCPA)</i>	Prepare and transmit to FCPA the documents for processing of fund and payment of CUL (EP & Officer) and separation claims (Officer)	None	5 days	PGAB Processing NCO



TOTAL:	None	Approximately two (2) months & 10 working days	
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8. Updating and Printing of Summary of Information

The Information Management Branch (IMB) is responsible and authorized to encode, update, delete (with authority), produce and issue copies of SOIs of PA personnel for career management and other personnel related requests. The Summary of Information (SOI) is a summary report of important information about PA Officers and Enlisted Personnel that include, among others, personal characteristics, family background, educational attainment, military career, service records, social affiliations and administrative cases.

Any changes of data from the PIS shall be supported with authenticated requirements and is subject for approval by OG1, PA. Individual PA personnel, or their authorized representative, or any concerned PA unit/office shall submit request with attached supporting documents for revisions and updates in their SOI. The printed SOI is checked and signed by the Chief, Information Management Branch prior release. Copies of SOIs shall only be released to requesting parties or to duly authorized representatives.

Office or Division:	Information and Management Branch, OAA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Active Military personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Request from unit/office		Unit/Office		
Supporting Documents for Updating		OAA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents to the Duty Enlisted Personnel/Admin NCO at the Lobby.	Receive required documents, validate data, log in the electronic Journal and stamp 'RECEIVED' on the request. Determine completeness and authenticity of documents attached.	None	20 minutes	Duty EP, IMB, OAA
	Access the PAMPIS and update SOI based on submitted documents. Ensure the correctness and completeness of data	None	2 hours	Duty EP, IMB, OAA



	entry of PA personnel then print.			
	For signature of Chief, IMB	None	Five (5) minutes	Duty EP, IMB, OAA
2. Sign in the Customer Log Book at the OAA lobby	Release	None	Five (5) minutes	Duty EP, IMB, OAA
TOTAL:		None	2 hours and 20 minutes	



**Office of the Army Chief Ethical Standards and
Public Accountability
External Services**



1. Disposition of Domestic-Related Complaints/Reports

Domestic cases are complaints filed against Philippine Army (PA) personnel by their **legitimate dependents** (i.e. legitimate children, current spouse, representative/s or legal guardian of the PA personnel's legitimate children) when it comes to economic abuse (abandonment, non-support, and insufficient support), physical, emotional, sexual, and psychological abuse as defined under Republic Act 9262. These issues are usually handled by OESPA, PAMUs, but in special cases, by OACESPA. Former spouse, live-in partner or any person who has not been married to the PA personnel and the children born therefrom are not considered legitimate dependents and are placed under the jurisdiction of the Provost Marshal.

Office or Division:	OACESPA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Legitimate dependents of Philippine Army personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dependent ID/Government-Issued ID (1 original copy)		IDP Branch, Office of the Army Adjutant/ Issuing Government Agencies		
2. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
3. Documentary evidence/s (1 original copy for each document/evidence to include PSA original copy of Marriage Certificate and PSA original copy of birth certificate, if applicable)		Complainant/ Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel of OACESPA and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	C, IIB/IIB NCO, OACESPA
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email to be sent at oacespa@gmail.com	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	C, IIB/IIB NCO, OACESPA
<u>If done in-person:</u>				



2. Client submits the pertinent documents to the investigation personnel. <u>If done via email:</u>	2.1 The investigation personnel will check the completeness of the documents and encode the complaint in the master list/database of cases	None	Seven (7) minutes	C, IIB/IIB NCO, OACESPA
2. The client submits the pertinent documents at oacespa@gmail.com	2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases	None	One (1) day	C, IIB/IIB NCO, OACESPA
	2.2 The investigation personnel will summon the respondent personnel for appearance at the office.	None	Ten (10) days	C, IIB/IIB NCO, OACESPA
	2.3 Investigation personnel will send invitation letter to the client for appearance.	None	One (1) day	C, IIB/IIB NCO, OACESPA
<u>If done in-person:</u> 3. Complainant comes back to office for possible settlement or expresses her/his intent in filing of formal case <u>If done via email:</u> Complainant logs-in to OACESPA's Zoom meeting room for possible settlement or expresses her/his intent in filing of formal case.	3.1 Investigation personnel will initiate settlement/conciliation upon reporting of the parties at OACESPA. 3.1 Investigation personnel will facilitate the Zoom meeting between the client and respondent and will initiate the settlement/conciliation	None None	Four (4) hours Four (4) hours	C, IIB/IIB NCO, OACESPA C, IIB/IIB NCO, OACESPA



	If amicably settled: 3.2 Investigation personnel will prepare the result of action taken/disposition of the case 3.3 Investigation personnel will facilitate its submission to CG, PA for approval as recommended by ACESPA.	None	Thirty (30) days	C, IIB/IIB NCO, OACESPA
	If not amicably settled: 3.2 Investigation personnel will conduct formal investigation and come-up with an Investigation Report package 3.3 Submit to CG, PA for approval as recommended by ACESPA.	None	Forty-four (44) days	C, IIB/IIB NCO, OACESPA
	3.4 Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.	None	Two (2) days	C, IIB/IIB NCO, OACESPA
TOTAL (for AMICABLY SETTLED in-person transaction)		None	43 days, 4 hours, and 10 minutes	
TOTAL (for NOT AMICABLY SETTLED in-person transaction)		None	57 days, 4 hours, and 10 minutes	
TOTAL (for AMICABLY SETTLED via e-mail transaction)		None	45 days and 4 hours,	
TOTAL (for NOT AMICABLY SETTLED via e-mail transaction)		None	59 days and 4 hours	
Service is covered under HPA Personnel Directive Nr: 01 dated 26 April 2019 with subject: Implementing Guidelines in the Settlement/Disposition of Domestic-Related Cases in the Philippine Army				



2. Investigation of other ESPA-Related Complaints/Reports

Other ESPA complaints/reports include alleged violations by Philippine Army and civilian personnel of RA 6713, RA 3019, RA 1379, RA 7877, RA 8353, RA 11313, Revised Penal Code Title Seven, and Article of War 95 (Frauds against the Government).

Office or Division:	OACESPA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
2. Documentary evidence/s (1 original copy per evidence)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel of OACESPA and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	C, IIB/IIB NCO, OACESPA
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email to be sent at oacespa@gmail.com	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	C, IIB/IIB NCO, OACESPA
<u>If done in-person:</u> 2. Complainant submits his/her affidavit-complaint and pertinent documents to the investigation personnel	2.1 The investigation personnel will check the completeness of the documents and encode the complaint in the master list/database of cases	None	Seven (7) Minutes	C, IIB/IIB NCO, OACESPA



<p><u>If done via email:</u></p> <p>2. Complainant submits her/his affidavit-complaint and pertinent documents at oacespa@gmail.com</p>	<p>2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases</p>	<p>None</p>	<p>One (1) day</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.2 The investigation personnel will inform the complainant thru email or in-person to submit lacking documents (if there are any)</p>	<p>None</p>	<p>Five (5) Minutes</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.3 The investigation personnel will summon the respondent and other personnel involved and require them to submit their respective counter-affidavits.</p>	<p>None</p>	<p>Ten (10) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.4 Upon reporting of the respondent and other personnel involved in the case, investigation personnel will initiate the conduct of investigation through taking of the Sworn Statements.</p>	<p>None</p>	<p>Five (5) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.5 Investigation personnel will prepare the investigation report and the disposition of the case (IR/SDF) for approval of CG, PA as recommended by ACESPA.</p>	<p>None</p>	<p>Twenty-six (26) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.6 Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.</p>	<p>None</p>	<p>Two (2) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>



TOTAL (for in-person complaints)	None	Forty-three (43) days and 15 minutes	
TOTAL (for complaints via email)	None	Forty-five (45) days and 5 minutes	
Service is covered under HPA Personnel Directive Nr 01 dated 09 March 2016, subject: Disposition of Administrative Cases and Imposition of Sanctions			

3. Response to Domestic-Related Queries

Domestic-Related Queries are questions asked by Philippine Army (PA) personnel's **legitimate dependents** (i.e. legitimate children, current spouse, representative/s or legal guardian of the PA personnel's legitimate children) when it comes to economic abuse (abandonment, non-support, and insufficient support), physical, emotional, sexual, and psychological abuse as defined under Republic Act 9262. These issues are usually handled by OESPA, PAMUs, but in special cases, by OACESPA. Former spouse, live-in partner or any person who has not been married to the PA personnel and the children born therefrom are not considered legitimate dependents and are placed under the jurisdiction of the Provost Marshal.

Office or Division:	OACESPA			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Legitimate dependents of Philippine Army personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate (1 original copy)		Philippine Statistics Authority		
2. Birth Certificate (1 original copy for each child)		Philippine Statistics Authority		
3. Dependent ID/Government-Issued ID (1 original copy)		IDP Branch, Office of the Army Adjutant/ Issuing Government Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u>				
1. The client approaches the investigation personnel of OACESPA and logs-in the logbook	1.1 The investigation personnel will give the logbook to the client and require the client to log-in.	None	Three (3) minutes	C, IIB/IIB NCO, OACESPA
2. The client informs the investigation personnel regarding her/his concern and presents the	2.1 Investigation personnel will check/verify the documents submitted	None	Five (5) Minutes	C, IIB/IIB NCO, OACESPA



pertinent documents				
3. The client proceeds at the IIB cubicle	3.1 The investigation personnel will advise the client to submit any lacking documents (if there are any)	None	Two (2) minutes	C, IIB/IIB NCO, OACESPA
4. The client communicates his/her queries to investigation personnel	4.1 Investigation personnel will initiate the counseling/provide answers to queries	None	Thirty (30) Minutes	C, IIB/IIB NCO, OACESPA
<u>If done via email:</u> 1. Complainant provides details about herself/himself and sends all her/his queries together with all the pertinent documents at oacespa@gmail.com	1.1 The investigation personnel will acknowledge receipt of the email, ask further details about the client's identity, and check/verify the documents submitted. The investigation personnel will inform the client to submit the lacking documents (if any).	None	One (1) day	C, IIB/IIB NCO, OACESPA
	1.1 The investigation personnel will provide advice and answers to the client via email based on the concern and queries of the client.	None	One (1) day	C, IIB/IIB NCO, OACESPA
TOTAL (for in-person transaction)		None	Forty (40) minutes	
TOTAL (for queries via e-mail)		None	Two (2) days	



**Office of the Army Chief Ethical Standards and
Public Accountability
Internal Services**



1. Investigation/Disposition of other ESPA complaints/reports

Other ESPA complaints/reports include alleged violations by Philippine Army and civilian personnel of RA 6713, RA 3019, RA1379, RA 7877, RA 8353, RA 11313, Revised Penal Code Title Seven, and Article of War 95 (Frauds against the Government).

Office or Division:	OACESPA			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
2. Documentary evidence/s (1 original copy per evidence)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel of OACESPA and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	C, IIB/IIB NCO, OACESPA
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email to be sent at oacespa@gmail.com	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	C, IIB/IIB NCO, OACESPA
<u>If done in-person:</u> 2. Complainant submits his/her affidavit-complaint and pertinent documents to the investigation personnel	2.1 The investigation personnel will check the completeness of the documents and encode the complaint in the master list/database of cases	None	Seven (7) Minutes	C, IIB/IIB NCO, OACESPA



<p><u>If done via email:</u></p> <p>2. Complainant submits her/his affidavit-complaint and pertinent documents at oacespa@gmail.com</p>	<p>2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases</p>	<p>None</p>	<p>One (1) day</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.2 The investigation personnel will inform the complainant through email or in-person to submit the lacking documents (if there are any)</p>	<p>None</p>	<p>Five (5) Minutes</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.3 The investigation personnel will summon the respondent and other personnel involved and require them to submit their respective counter-affidavits.</p>	<p>None</p>	<p>Ten (10) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.4 Upon reporting of the respondent and other personnel involved in the case, investigation personnel will initiate the conduct of investigation through taking of the Sworn Statements.</p>	<p>None</p>	<p>Five (5) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.5 Investigation personnel will prepare the investigation report and the disposition of the case (IR/SDF) for approval of CG, PA as recommended by ACESPA.</p>	<p>None</p>	<p>Twenty-six (26) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>
	<p>2.6 Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.</p>	<p>None</p>	<p>Two (2) days</p>	<p>C, IIB/IIB NCO, OACESPA</p>



TOTAL (for in-person complaints)	None	Forty-three (43) days and 15 minutes	
TOTAL (for complaints via email)	None	Forty-five (45) days and 5 minutes	
Service is covered under HPA Personnel Directive Nr 01 dated 09 March 2016, subject: Disposition of Administrative Cases and Imposition of Sanctions			

2. Reproduction of SALN

Reproduction of SALN is done when the Philippine Army personnel who filed their SALN or their duly authorized representative, proceeds to the office in order to secure a copy of their SALN whether in electronic copy or hard copy.

Office or Division:	OACESPA			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	1. Any Philippine Army personnel who filed his/her SALN 2. Authorized representative of the SALN filer.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly endorsed by Unit Commander/Chief of Office or his authorized representative (1 original copy)		Admin Branch/Division of office/PAMU		
2. Military ID (1 original copy)		IDP Branch, Office of the Army Adjutant		
For representatives: 1. Government-issued ID 2. Authorization Letter from SALN filer with Special Power of Attorney (1 original copy)		Issuing government agencies and SALN filer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client or his duly authorized representative gives the documentary requirements to the PAB NCO	1.1 The PAB personnel will check the completeness of the documentary requirements. *If there are lacking document/s, the requesting party is immediately informed to complete the requirements.	None	Three (3) Minutes	PAB NCO OACESPA
2. Client or his duly authorized representative	2.1 PAB personnel will receive the SALN Request Form.	None		PAB NCO



fills-out the SALN Request Form	<p>2.2 PAB personnel will stamp the customer's copy with OACESPA's seal.</p> <p>2.3 PAB personnel will indicate the time and date of receipt, and affixes a signature.</p>		Five (5) Minutes	OACESPA
3. Client logs-in at the OACESPA logbook the time and date of request, contact number, and other details	3.1 PAB personnel will give the logbook to the client	None	Two (2) Minutes	<i>PAB NCO</i> OACESPA
	3.2 PAB personnel will check and retrieve (if available) the original SALN on file and reproduces it.	None	30 Minutes	<i>Admin Assistant I</i> OACESPA
4. Client or his duly authorized representative logs-in at the OACESPA logbook the time and date of request, contact number, and other details.	4.1 PAB personnel will then attach the reproduced SALN to the SALN Request Form to be routed for notation and approval	None	One (1) Day	<i>Admin Assistant I</i> OACESPA
	4.2 Upon approval, the requesting party will be immediately informed in order to claim the requested document. If request is denied, the client or his authorized representative is immediately informed by PAB	None	Five (5) Minutes	<i>Admin Assistant I</i> OACESPA



	personnel the reason for its denial thru text, phone call, or email.			
<p>5. Client to show his government-issued ID to PAB personnel and claims the requested document/s, logs-out in the OACESPA logbook the time and date of completion of the request (based on the time and date when the client was informed that the requested document is already available for pick-up).</p> <p>* In case of representatives claiming the requested documents, they must show to PAB personnel their government-issued ID and the Authorization Letter from the SALN filer with Special Power of Attorney. The representative will then log-out to the logbook.</p>	<p>5.1 PAB personnel will make sure that the one receiving the requested document/s is the client himself by verifying his government-issued ID.</p> <p><u>In case of representatives:</u></p> <p>5.1 In case of representatives claiming the documents, PAB personnel must first verify the identity of the authorized representative through his ID together with the Authorization Letter from the SALN filer with Special Power of Attorney.</p> <p>5.2 PAB personnel to make sure that the one who received the requested document/s has properly logged-out in the OACESPA logbook.</p>	None	Ten (10) Minutes	<p><i>Investigation NCO OACESPA</i></p> <p>and</p> <p><i>Admin Aide OACESPA</i></p>
TOTAL:		None	One (1) Day and 55 Minutes	



Office of the Army Judge Advocate External Services



1. Authentication of Documents

Upon request by individuals or personnel, the Office of the Army Judge Advocate (Admin Branch) authenticates documents that were issued by the Office. The authenticity of such documents is verified/examined by the NCO.

Office/Branch:	Admin Branch, OAJA, PA			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen			
Who may avail:	All military, civilian personnel and their beneficiaries.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Declaration of Beneficiaries (1 Original Document and 8 copies) Decree of Final Distribution (1 original document and 8 copies)		Army Adjutant (PGAB)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present his/her ID and submit the documents to be authenticated to the NCO and sign in the Client Logbook in the Message Center.	1. Receive the Client's ID with the documents to be authenticated and verify its authenticity. Only documents issued by the Office will be authenticated. 1.1 Record NCO signs the document/s after verification and forward it to the Admin officer for signature.	None	15 minutes	<i>Record NCO on duty in the Message Center OAJA, PA</i>
2. Sign Client/Receiving Logbook for the release of the authenticated document/s.	1.2 Admin Officer signs the documents.	None	5 minutes	<i>C, Admin Branch, OAJA, PA Record NCO on duty in the Message Center OAJA, PA</i>
TOTAL:		None	20 minutes	



2. Rendering of Legal Advice

The Legal Officers of the Office renders legal advice to individuals, military or civilian personnel and/or their beneficiaries who comes to the Office for legal advice in relation to a particular issue or situation.

Office/Branch:	Admin Branch, OAJA, PA			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2G – Government to Government			
Who may avail:	All military, civilian personnel and their beneficiaries.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance Visitor's Slip/ID		Secure Visitor's Slip in the Message Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present his/her ID to the NCO and sign in his/her name and his/her concern in the Client Logbook and Visitor's Slip in the Message Center. 2. Give the visitor's slip to the duty Officer for signature and sign the logbook after the legal advice.	1. Receive the Client's ID and give the Client Logbook and Visitor's Slip.	None	5 minutes	<i>NCO on duty in the Message Center OAJA, PA</i>
	1.1 Refer the Client to the Duty Officer.		55 minutes	<i>Duty Officer OAJA, PA</i>
	2. Receive the visitor's slip and sign it after the Officer has rendered legal advice. Duty Officer and Client will sign the logbook after the legal advice.			
TOTAL:		None	1 hour	



Office of the Army Judge Advocate Internal Services



1. Issuance of OAJA Clearance/Certifications

The OAJA Clearance is issued to all active military and civilian personnel needing this document that states that he/she has no pending case before the General Courts-Martial. OAJA Certifications are also issued to assess, affirm, confirm or attest in writing the validity of information or status of individuals or cases.

Office/Branch:	Admin Branch, OAJA, PA			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All active military and civilian personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly endorsed by the Unit Commander/Chief of Office addressed to: OAJA, PA ATTN: Court Administrator, PAGCM		Unit of requesting personnel or party Office of the Army Adjutant, PA		
2. Unified Clearance				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit the letter request and DLO Clearance through email address: clearanceoaja@gmail.com .	1. Receive the letter request and DLO. 1.1 Check the email received and examine its attachments. If requirements are complete, GCM personnel acknowledge receipt of the email with attachment; if lacking requirements, an email will be sent to the requesting personnel/ party to inform them of the lacking requirement.	None	3 minutes	<i>PAGCM Personnel</i>



<p>2. Sign Receiving Copy/Logbook for the release of the clearance or certificate.</p>	<p>2. Verify the records on file if the requesting personnel has a pending case before the PAGCM or not.</p> <ul style="list-style-type: none"> • With pending case – a certificate will be issued stating therein that he/she has a pending case. • No pending case – a clearance will be issued. <p>2.1 Prepare the clearance or certificate with the Office seal;</p> <p>2.2 Court Secretary/Personnel signs that he/she has checked and verified in the records.</p> <p>2.3 Forward to the Court Admin for his/her signature.</p> <p>3. Signed clearance/certificate will be returned to the Message Center for release.</p> <p>3.1 Issue the clearance or</p>		<p>33 minutes</p>	<p></p>
			<p>1 minute</p>	<p><i>Record NCO OAJA, PA</i></p>
			<p>3 minutes</p>	<p><i>Court Admin, PAGCM</i></p>
				<p><i>Record NCO OAJA, PA</i></p>



	certificate to the client. 3.2 Give receiving copy/logbook for signature. 3.3 Keep copy for file.			
TOTAL:		NONE	40 minutes	



Office of the Army Provost Marshal External Services



1. Receive Complaints/Reports

Complaints/Reports, in any form, shall be received, documented, and evaluated. Anonymous complaints shall be handled and disposed of in accordance with the existing AFP policy on anonymous complaint.

Office or Division:	OAPM			
Classification:	Highly Technical			
Type of Transaction:	G2G – Government to Government G2C – Government to Citizen			
Who may avail:	All (Any person)			
CHECKLIST OF REQUIREMENTS (Walk-in and On-line)		WHERE TO SECURE		
1. Notarized/Administered Affidavit of Complaint (at least two (2) copies)		-Public Attorney's Office (PAO) and/or Notary Public -Administering Officer		
2. Other relevant and competent pieces of evidence		Personal File		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Walk-in Complaint	1.Complete Requirements -Receive and <u>record</u> the Complaint 2.Incomplete Requirements -Provide the Checklist of Requirements (Annex A) for filing of formal complaint and advise/instruct to submit immediately upon completion	None	5 MIN	Complaint NCO/ <u>Duty EP/CivHR</u>
On-line Complaint -Cellular Call -Email -Other social media platform	Provide the Checklist of Requirements for filing of formal complaint and advise/instruct to submit immediately upon completion through any courier services	None	5 Min	Complaint NCO
Report from: -Other Law Enforcement Agencies -Higher Headquarters	Preliminary Evaluation of Complaint/Report	None	3 Days	Complaint NCO



-PAMUs -Civilian <u>Offices</u>				
	TOTAL	NONE	3 Days & 10 Mins	
Service is covered under Letter Directive Nr 03, GHQ, AFP dated 16 January 2019 with subject Conduct of Preliminary Evaluation prior to the Referral/Formal Investigation				

2. Investigate Complaints/Reports

Individual violation of law and regulations, referred or reported human rights violations; (Article of War, AFP/HPA Policies, Directives, SOPs and Guidance)

Office or Division:	OAPM			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Any person			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original Copy or Authenticated copy of Documentary Evidence		-Public Attorney’s Office (PAO) and/or Notary Public -Administering Officer		
2. Other supporting pieces of evidence				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in Complaint 2. On-line Complaint	1.Preliminary Evaluation of Complaint/Report a. Complete Requirements (Meritorious Complaint) <u>Within Jurisdiction</u> - Conduct of Formal Investigation	None	3 DAYS	Legal Investigation Branch Personnel
			<u>Reglementary Period:</u> Minor Offense (15 Days) Less Grave Offense (30 Days) Grave offense (45 Days)	Designated Investigator on Case



3. Reports from: -Other Law Enforcement Agencies -Higher Headquarters -PAMUs -Civilian <u>Offices</u>	-Encode in the Army Provost Marshal Information System (APMIS)		1 Day	Army Provost Marshal Information System Operator
	<u>Without Jurisdiction</u> -Refer to present unit assignment of involved PA Personnel for the conduct of Formal Investigation	None	3 Days	Legal Investigation Branch Personnel
	b. Incomplete Requirement: -Send letter to Complainant to submit <u>lacking or</u> required documents -Non-submission of required documents (The complaint will be considered dropped and placed in the suspense file for future reference)	None	7 Days	Legal Investigation Branch Personnel
	2. Conduct of Formal Investigation (Meritorious Complaint) a. Case Analysis -Determination of Issues -Comments/Findings -Action Taken b. Case Management -Summon -Interview/Taking of Sworn Statement -Gathering pieces of Evidence	None	<u>Reglementary Period:</u> Minor Offense (15 Days) Less Grave Offense (30 Days) Grave offense (45 Days)	Designated Investigating Officer



	c. Evidence Evaluation -Findings/Conclusion -Recommendations			
	d. Completion of Investigation Report			
	3.Submission of Investigation Report to Army Judge Advocate for legal opinion (Except Minor Offenses)	None	Less Grave (10 Days) Grave offense (15 Days)	Designated Investigator on Case
TOTAL		NONE	205 Days	
<p>Service is covered under:</p> <p>-HPA Personnel Directive Nr 01 dated 09 March 2016, subject: Disposition of Administrative Cases and Imposition of Sanctions</p> <p>-HPA Letter Directive Nr 05 dated 27 April 2018 with subject Streamlining the Processing of Administrative Complaints in the Philippine Army</p>				



**Assistant Chief of Staff for Reservist and Retiree
Affairs, G9
External Services**



1. Arrangement and Conduct of Funeral Services, Honors, and Last Courtesies

The practice of honoring a departed loved one has transformed over time. What was once a simple ceremony is now an elaborate, meaningful tribute. This evolution stems from our collective desire to commemorate lives in a way that is both respectful and emotionally resonant. Elaborate rituals and vibrant ceremonies stand as a testament to the profound impact these individuals had on our lives and communities. Through this evolving tradition, we aim to capture and celebrate the essence of the departed, recognizing their unique contributions, virtues, and enduring legacy. This process provides solace to mourners and ensures the memory lives on in hearts and minds. Details, from poignant eulogies to symbolic gestures, weave a rich tapestry of remembrance, bridging past and present. This evolution underscores the enduring power of human connection and the need to cherish those we hold dear, even beyond their physical presence, offering ongoing comfort and inspiration.

Office or Division:	Office of the Assistant Chief of Staff for Reservist and Retiree Affairs, OG9, PA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Retired/ Honorably Separated PA Personnel; PA Reservist who are under Call to Active-Duty Tour for Training (CADTT) status, Call to Active Duty for Training (CADT) or Active-Duty Training (ADT); PA Reserve Officers in the Inactive Status, Veterans of Filipino-Spanish War, Filipino-American War, World War I, Recognized Guerillas of World War II, PEFTOK and Other Expeditionary Forces			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Original Death Certificate		Respective Hospitals		
1 copy of Retirement Order (Authenticated)		Personal File / Adjutant, PA		
1 copy of Statement of Service		Non-Records Division, OTAG		
1 copy of ADT/CADTT Calling Orders for Reservist (Authenticated)		Adjutant, ARESKOM		
1 copy of Interment Directive		RPAD, OJ9, AFP		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client must secure first a copy of Interment Directive from RPAD, OJ9, GHQ, then; 2. Client to proceed at HPAG9 for issuance of Interment Directive for implementation of Unit Primary	OG9, PA (FBMM) Will provide	None	15 mins	RAB, OG9 Personnel



Responsible				
TOTAL:		None	15 mins	
Service is covered under DND, GHQ AFPRG 161-375: Subject Allocation of Cemetery Plots at the Libingan ng mga Bayani, RA 7077: AFP Reservist Act of 1991				



**Assistant Chief of Staff for Reservist and Retiree
Affairs, G9
Internal Services**



1. Application for Commission in the Reserve Force, AFP

This process involves the procurement and appointment of eligible volunteer applicants, in accordance with existing laws and policies, to serve as Reservist Officers in the Reserve Force of the Armed Forces of the Philippines (AFP). This procedure ensures that individuals who meet the specified criteria are selected and designated for this role. It strictly adheres to established legal and policy frameworks governing such appointments. The aim is to commission qualified volunteers who are willing to contribute their time and expertise to bolster the ranks of the Reserve Force, thereby enhancing the overall capabilities of the AFP. This process underscores the importance of compliance with regulations while also emphasizing the significance of voluntary service to national defense efforts. The meticulous execution of this procedure ensures that only deserving candidates will assume the responsibilities associated with the role of a Reservist Officer.

Office or Division:	Office of the Assistant Chief of Staff for Reservist and Retiree Affairs, OG9, PA
Classification:	Highly Technical
Type of Transaction:	G2C - Government to Citizen
Who may avail:	<ol style="list-style-type: none"> Group I – Degree holders who are Advance ROTC graduates or have completed the prescribed program of Instruction for the Probationary Officer Training Course (POTC / MS 43) conducted by the Major Services RESCOMs. Group II – NCOs / POs of the regular force with outstanding records of service and technical experience and those who have rendered exceptional services in combat or other activity involving risk of life or limb in consonance with provisions of RA 718. Group III – Degree holders requiring four (4) or more years of study in the courses of interest to the AFP and who are graduates of the basic ROTC. Group IV – Graduates of the Master in National Security Administration (MNSA) conducted by the National Defense College of the Philippines (NDCP) in consonance with the provisions of PD 190. Group V – Key and Technical personnel of vital government and private utilities which have been affiliated in the Reserve Force, AFP in consonance with provisions of Sections 10 and 31 of RA 7077. Group VI – Elected government officials and presidential appointees who may qualify for commission in consonance with the provisions of Section 44 of RA 7077. Group VII – Regular Officers who resign their commission and subsequently commission in the Reserve Force, AFP.
CHECKLIST OF REQUIREMENTS	
WHERE TO SECURE	
1. Application Form for Commission	OG9, PA/Army Reserve Command/Regional Community Defense Group/Community Defense Centers



2. Affidavit of No Pending Case		Local Law Office		
3. 2pcs of Picture (Whole Body in Military Uniform)		Local Photo Shops		
4. PSA Birth Certificate or equivalent (Original w/ OR)		PSA Offices		
5. Baccalaureate Degree Diploma and TOR (Authenticated from School)		Concerned School		
6. COMELEC Certificate for Elected Officials (Original)		COMELEC Offices		
7. Physical Medical Examination Report		AFP Hospitals or Government/Private Hospitals		
8. Command Clearances		OG2, Philippine Army		
9. 2 Copies of Authenticated Copy of PRC/CSC License / AFPSAT Result		PRC/CSC Offices Army Testing Office		
10. Original copy of Certificate of Pre-Commission Training		Reserve Command/Regional Community Defense Group/Community Defense Centers		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Duly Accomplished Application Form with Complete Requirements	1.1 RCDG/CDC will provide application Form and guide the applicants of the completion of the requirements	None	1 day	S1 RCDGs/CDCs
2. Undergo Physical and Medical Examination	2.1 RCDG to provide Endorsement for PME to MTFs	None	Three (3) days	S1 of RCDGs/ CDCs
3. Submission of folder for Command Clearance	3.1. RCDG to provide Endorsement for BI to MIBs	None	Three (3) days	S1 and S2 of RCDGs
	3.2. RCDG to forward the application for command clearance to OG2, PA	None	Three (3) days	S2, RCDGs
	3.3. OG2 will forward Command Clearance to Concern RCDG	None	Seven (7) days	OG2, PA
4. Submission of folder for Commission to PAMU, RESCOM, HPA, and GHQ	4.1. RCDG will submit the application folder to Component Command for Recommendation	None	Three (3) days	S1 and S2, RESCOM
	4.2. PAMU will forward the Commission folder with PAMU Recommendation to RCDG	None	Three (3) days	ADCRRRA



	4.3. Process application at RESCOM (Cavite) and conducts board deliberation	None	Fourteen (14) days	Director, ARPMC, RESCOM
	4.4. OG9, PA (FBMM) validates application; Initiates SDF for CGPA's approval and endorsement letter to CSAFP	None	Fourteen (14) days	Chief, RPCMB, OG9, PA
	4.5. OJ9 (GHQ) validates application and initiates SDF to CSAFP (for his approval)	None	Fourteen (14) days	Chief, MDD, OJ9, AFP
5. Submission of Folder to DND and OPAMPA	5.1. Application forwarded to DND	None	Three (3) days	ASHR, DND
	5.2. Application forwarded to USEC DND	None	Three (3) days	USEC, DND
	5.3. Forwarded to OPAMPA (Malacañang) for approval of the Executive Secretary	None	Five (5) days	OPAMPA Personnel
	5.4. OJ9 facilitates DF to J1 and OTAG (GHQ) for issuance and publication of appropriate orders	None	Two (2) days	Chief, MDD, OJ9, AFP
	5.5. OTAG (GHQ) issues orders	None	1 day	Chief, OTAG, AFP
6. Applicant Receives Commission Orders	6.1. G9, PA (FBTC) provides copy of Commission Orders to RCPA and to applicant with the Reserve Unit assignment	None	1 day	Chief, RPCMB, OG9, PA
TOTAL:		None	79 days	
Service is covered under DND Circular Number 4 dated 05 July 2010, Subject: Application for Commission in the Reserve Force, Armed Forces of the Philippines.				



2. Application for Incorporation in the Reserve Force, AFP

Based on the Standard Operating Procedure Nr 13, GHQ, AFP dated 29 September 2023, all retired and honorably separated/discharged military personnel will automatically be incorporated into the Reserve Force, AFP. Likewise, he/she will be assigned to a mobilization center nearest to his/her place of residence.

Office or Division:	Office of the Assistant Chief of Staff for Reservist and Retiree Affairs, OG9, PA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Former members of the AFP who have retired and/or were honorably separated/discharged from the active military service			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personnel Action Form		Admin Section of Respective Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Retired/Honorably Separated Enlisted Personnel: 1. Submit Duly Accomplished Personnel Action Form	1.1 Process the personnel action form and submit the same to PAMU G1s	None	1 day	S1
	1.2 PAMU G1 to evaluate the PAF and forward the same to PGAB, OAA for processing of claims	None	3 days	PAMU G1
	1.3 PGAB to forward the PAF to HPAG1 for processing of documents	None	3 days	PGAB, OAA
	1.4 HPAG1 to coordinate with HPAG9 regarding the incorporation into Standby Reserve, AFP and assignment of mobilization center	None	3 days	HPA G1 and G9
	1.5 HPAG1 to make SDF for CGPA's approval	None	3 days	HPAG1
2. Publication of Retirement/Honorable Separation and Incorporation Orders	2.1 HPAG1 to forward the approved SDF to Army Adjutant for the publication of orders	None	7 days	HPAG1
	2.2 Army Adjutant will forward the Retirement/Honorable Separation and	None	7 days	Army Adjutant



	Incorporation Orders to RESCOM PA, HPAG9 and to concerned personnel			
3. Reporting to Mobilization Center/ Incorporation Ceremony	3.1 Retired/Separated Personnel to Report to Assigned Mobilization Centers for the Incorporation Ceremony, Orientation, and Encoding of personal data on the ERPMS	None	3 days	G1, RESCOM and Dir ARPMC, RESCOM
TOTAL			27 days	
For Retired and Honorably Separated Officers: 1. Submit Duly Accomplished Personnel Action Form	1.1 Process the personnel action form and submit the same to PAMU G1s	None	1 day	S1
	1.2 PAMU G1 to evaluate the PAF and forward the same to PGAB, OAA for processing of claims	None	3 days	PAMU G1
	1.3 PGAB to forward the PAF to HPAG1 for processing of documents	None	3 days	PGAB, OAA
	1.4 HPAG1 to coordinate with HPAG9 regarding the incorporation into Standby Reserve, AFP and assignment of mobilization center	None	3 days	HPA G1 and G9
	1.5 HPAG1 to make SDF for CGPA's approval	None	3 days	HPAG1
	1.6 HPAG1 to forward the endorsement letter to OJ1 AFP	None	3 days	HPAG1
	1.7 OJ1 to process the retirement/honorabl e separation and incorporation into the Reserve Force, AFP in coordination	None	30 days	OJ1



	with OJ9, AFP			
	1.8 DND to forward the President-approved endorsement letter for retirement/honorable separation orders to OJ1	None	3 days	ASHR, DND
2. Publication of Retirement/Honorable Separation and Incorporation Orders	2.1 OJ1 to forward the endorsement letter to OTAG, AFP	None	3 days	OJ1, AFP
	2.2 OTAG to publish the Retirement/Honorable Separation and Incorporation Orders	None	3 days	OTAG, AFP
	2.3 OTAG to forward the Orders to Army Adjutant	None	3 days	Army Adjutant
	2.4 Army Adjutant will forward the Retirement/Honorable Separation and Incorporation Orders to RESCOM PA, HPAG9 and to concerned Officer	None	7 days	Army Adjutant
3. Reporting to Mobilization Center/ Incorporation Ceremony	3.1 Retired/Separated Officer to Report to Assigned Mobilization Centers for the Incorporation Ceremony, Orientation, and Encoding of personal data on the ERPMIS	None	3 days	G1, RESCOM and Dir ARPMC, RESCOM
TOTAL:		None	62 days	
Service is covered under Standard Operating Procedure Nr 13, GHQ, AFP dated 29 September 2023, Subject: Incorporation, Assimilation and Promotion of Retired and Honorably Separated, Discharged or Reverted to Inactive Duty Military Personnel into the Reserve Force, AFP.				



3. Application for Promotion

This is the process where Reservists will advance to the next higher grade.

Office or Division:	Office of the Assistant Chief of Staff for Reservist and Retiree Affairs, OG9, PA			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Reservist Officers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Endorsement from Unit Commander		Regional Community Defense Centers		
Physical and Medical Examination Result (Original)		Military Treatment Facilities		
Command Clearance (Original)		Regional Community Defense Centers		
Completed the Required Time-In-Grade (TIG)		Regional Community Defense Centers		
Computation of TIG with ADT Orders		Regional Community Defense Centers		
Completed the Required ASIG (Active Service in Grade)		Regional Community Defense Centers		
Appointment Orders (Authenticated)		Regional Community Defense Centers		
Career Courses		Personal File		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Duly Accomplished Application Folder with Complete Requirements to	1.1 RCDG/CDC will validate the application and completion of requirements	None	Twenty-one (21) days	Applicant
	1.2 CDC/RCDG will forward said application for promotion to RESCOM	None	Seven (7) days	S1, CDC /RCDG
2. Processing of Application for Promotion	2.1 Process application for promotion at RESCOM (Cavite)	None	Seven (7) days	G1, RESCOM
	2.2 OG9 validates application;	None	Seven (7) days	Chief, RPCMB, OG9, PA
	2.3 Board Deliberation (to be approved by the CGPA)	None	1 day	Chief, RPCMB, OG9, PA



	2.4 OJ9 validates application for promotion and initiates DF to CSAFP (for his approval and signature)	None	Twenty-one (21) days	Chief, MDAD OJ9, AFP
	2.5 Application for promotion forwarded to DND (GHQ)	None	Seven (7) days	ASHR, DND
	2.6 Forwarded to OPAMPA (Malacañang) for approval of the Executive Secretary	None	Seven (7) days	OPAMA Personnel
	2.7 OJ9 facilitates DF to J1 and OTAG for issuance and publication of appropriate orders	None	Seven (7) days	Chief, MDAD, OJ9, AFP
	2.8 OTAG issues orders	None	Seven (7) days	OTAG Personnel
3. Receives Promotion Order	3.1 OG9 Releases Copy of Promotion Orders	None	1 day	Chief, RPCMB, OG9, PA
TOTAL:		None	4 months	
Service is covered under GHQ Standing Operating Procedure Number 02 dated 21 January 2004, Subject: Reservist Promotion System in the AFP and GHQ Standing Operating Procedure Number 05 dated 04 April 2008, Subject: Reservist Officers Promotion to O6 and O7.				



Philippine Army Major Units (PAMUs) (Field Offices)



**Philippine Army Major Units (PAMUs)
Office of Ethical Standards and Public
Accountability
External Services**



1. Disposition of Domestic-Related Complaints/Reports

Domestic cases are complaints filed against Philippine Army (PA) personnel's **legitimate dependents** (i.e. legitimate children, current spouse, representative/s or legal guardian of the PA personnel's legitimate children) when it comes to economic abuse (abandonment, non-support, and insufficient support), physical, emotional, sexual, and psychological abuse as defined under Republic Act 9262. These issues are usually handled by OESPA, PAMUs, but in special cases, by OACESPA. Former spouse, live-in partner or any person who has not been married to the PA personnel and the children born therefrom are not considered legitimate dependents and are placed under the jurisdiction of the Provost Marshal.

Office or Division:	OESPA, PAMU			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Legitimate dependents of Philippine Army personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Dependent ID/Government-Issued ID (1 original copy)		IDP Branch, Office of the Army Adjutant/ Issuing Government Agencies		
2. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
3. Documentary evidence/s (1 original copy for each document/evidence to include PSA original copy of Marriage Certificate and PSA original copy of birth certificate, if applicable)		Complainant/ Philippine Statistics Authority		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	<i>Investigation NCO</i> OESPA, PAMU
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email and sends it to the email	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU



address of the OESPA PAMU				
<u>If done in-person:</u> 2. Client submits the pertinent documents to the investigation personnel.	2.1 The investigation personnel will check the completeness of the documents and encode the complaint in the master list/database of cases	None	Seven (7) minutes	<i>Investigation NCO OESPA, PAMU</i>
<u>If done via email:</u> 2. The client submits the pertinent documents to the email address of the OESPA PAMU	2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases	None	One (1) day	<i>Investigation NCO OESPA, PAMU</i>
	2.2 The investigation personnel will summon the respondent personnel for appearance at the office.	None	Ten (10) days	<i>Investigation NCO OESPA, PAMU</i>
	2.3 Investigation personnel will send invitation letter to the client for appearance.	None	One (1) day	<i>Investigation NCO OESPA, PAMU</i>
<u>If done in-person:</u> 3. Complainant comes back to office for possible settlement or expresses her/his intent in filing of formal case	3.1 Investigation personnel will initiate settlement/conciliation upon reporting of the parties at the OESPA, PAMU.	None	Four (4) hours	<i>Investigation NCO OESPA, PAMU</i>
<u>If done via email:</u> Complainant logs-in to the video teleconferencing platform	3.1 Investigation personnel will facilitate the video teleconferencing between the client and	None	Four (4) hours	<i>Investigation NCO OESPA, PAMU</i>



facilitated by the OESPA, PAMU for possible settlement or expresses her/his intent in filing of formal case.	respondent, and will initiate the settlement/conciliation			
	If amicably settled: 3.2 Investigation personnel will prepare the result of action taken/disposition of the case 3.3 Investigation personnel will facilitate its submission to CG of the PAMU for approval as recommended by the Chief, ESPA of the PAMU.	None	Thirty (30) days	<i>Investigation NCO</i> OESPA, PAMU
	If not amicably settled: 3.2 Investigation personnel will conduct formal investigation and come-up with an Investigation Report package 3.3 Submit to CG of the PAMU for approval as recommended by the Chief, ESPA of the PAMU.	None	Forty-four (44) days	<i>Investigation NCO</i> OESPA, PAMU
	3.4. Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.	None	Two (2) days	<i>Investigation NCO</i> OESPA, PAMU
TOTAL (for AMICABLY SETTLED in-person transaction)		None	43 days, 4 hours, and 10 minutes	
TOTAL (for NOT AMICABLY SETTLED in-person transaction)		None	57 days, 4 hours, and 10 minutes	
TOTAL (for AMICABLY SETTLED		None	45 days and	



via e-mail transaction)		4 hours,	
TOTAL (for NOT AMICABLY SETTLED via e-mail transaction)	None	59 days and 4 hours	
Service is covered under HPA Personnel Directive Nr: 01 dated 26 April 2019 with subject: Implementing Guidelines in the Settlement/Disposition of Domestic-Related Cases in the Philippine Army			

2. Investigation/Disposition of other ESPA Complaints/Reports

Other ESPA complaints/reports include alleged violations by Philippine Army and civilian personnel of RA 6713, RA 3019, RA1379, RA 7877, RA 8353, RA 11313, Revised Penal Code Title Seven, and Article of War 95 (Frauds against the Government).

Office or Division:	OESPA, PAMU			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
2. Documentary evidence/s (1 original copy per evidence)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	<i>Investigation NCO</i> OESPA, PAMU
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email and sends it to the email address of the OESPA PAMU	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
<u>If done in-person:</u> 2. Complainant submits his/her affidavit-	2.1 The investigation personnel will check the completeness of	None		<i>Investigation NCO</i>



complaint and pertinent documents to the investigation personnel	the documents and encode the complaint in the master list/database of cases		Seven (7) Minutes	OESPA, PAMU
<u>If done via email:</u>				
2. Complainant submits her/his affidavit-complaint and pertinent documents to the email address of the OESPA PAMU	2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
	2.2 The investigation personnel will inform the complainant to submit lacking documents (if there are any)	None	Five (5) Minutes	<i>Investigation NCO</i> OESPA, PAMU
	2.3 The investigation personnel will summon the respondent and other personnel involved, and require them to submit their respective counter-affidavits.	None	Ten (10) days	<i>Investigation NCO</i> OESPA, PAMU
	2.4 Upon reporting of the respondent and other personnel involved in the case, investigation personnel will initiate the conduct of investigation through taking of the Sworn Statements.	None	Five (5) days	<i>Investigation NCO</i> OESPA, PAMU
	2.5 Investigation personnel will prepare the investigation report and the disposition of the case (IR/SDF) for approval of CG, PAMU as recommended by	None	Twenty-six (26) days	<i>Investigation NCO</i> OESPA, PAMU



	Chief, ESPA of the PAMU.			
	2.6 Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.	None	Two (2) days	<i>Investigation NCO</i> OESPA, PAMU
TOTAL (for in-person complaints)		None	Forty-three (43) days and 15 minutes	
TOTAL (for complaints via email)		None	Forty-five (45) days and 5 minutes	
Service is covered under HPA Personnel Directive Nr 01 dated 09 March 2016, subject: Disposition of Administrative Cases and Imposition of Sanctions				

3. Response to Domestic-Related Queries

Domestic-Related Queries are questions asked by Philippine Army (PA) personnel's **legitimate dependents** (i.e. legitimate children, current spouse, representative/s or legal guardian of the PA personnel's legitimate children) when it comes to economic abuse (abandonment, non-support, and insufficient support), physical, emotional, sexual, and psychological abuse as defined under Republic Act 9262. These issues are usually handled by OESPA, PAMUs, but in special cases, by OACESPA. Former spouse, live-in partner or any person who has not been married to the PA personnel and the children born therefrom are not considered legitimate dependents and are placed under the jurisdiction of the Provost Marshal.

Office or Division:	OESPA, PAMU			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Legitimate dependents of Philippine Army personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Marriage Certificate (1 original copy)		Philippine Statistics Authority		
2. Birth Certificate (1 original copy for each child)		Philippine Statistics Authority		
3. Dependent ID/Government-Issued ID (1 original copy)		IDP Branch, Office of the Army Adjutant/ Issuing Government Agencies		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel	1.1 The investigation personnel will give the logbook to the client and require the client to log-in.	None	Three (3) minutes	<i>Investigation NCO</i> OESPA, PAMU



2. The client informs the investigation personnel regarding her/his concern and presents the pertinent documents	2.1 Investigation personnel will verify the documents submitted	None	Five (5) Minutes	<i>Investigation NCO</i> OESPA, PAMU
3. The client proceeds at the investigation/ counseling area	3.1 The investigation personnel will advise the client to submit any lacking documents (if there are any)	None	Two (2) minutes	<i>Investigation NCO</i> OESPA, PAMU
4. The client communicates his/her queries to investigation personnel	4.1 Investigation personnel will initiate the counseling/provide answers to queries	None	Thirty (30) Minutes	<i>Investigation NCO</i> OESPA, PAMU
<u>If done via email:</u> 1. Complainant provides details about herself/himself and sends all her/his queries together with all the pertinent documents to the email address of the OESPA PAMU	1.1 The investigation personnel will acknowledge receipt of the email, ask further details about the client's identity, and check/verify the documents submitted. The investigation personnel will inform the client to submit the lacking documents (if any).	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
	1.2 The investigation personnel will provide advice and answers to the client via email based on the concern and queries of the client.	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
TOTAL (for in-person transaction)		None	Forty (40) minutes	
TOTAL (for queries via e-mail)		None	Two (2) days	



**Philippine Army Major Units (PAMUs)
Office of Ethical Standards and Public
Accountability
Internal Services**



1. Investigation/Disposition of other ESPA Complaints/Reports

Other ESPA complaints/reports include alleged violations by Philippine Army and civilian personnel of RA 6713, RA 3019, RA1379, RA 7877, RA 8353, RA 11313, Revised Penal Code Title Seven, and Article of War 95 (Frauds against the Government).

Office or Division:	OESPA, PAMU			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army personnel of the respective PAMUs			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Notarized Affidavit of Complaint (1 original copy)		Any law firm/office		
2. Documentary evidence/s (1 original copy per evidence)		Complainant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<u>If done in-person:</u> 1. The client approaches the investigation personnel and logs-in to the logbook.	1.1 The investigation personnel will give the logbook and require the client to log-in.	None	Three (3) minutes	<i>Investigation NCO</i> OESPA, PAMU
<u>If done via email:</u> 1. The client introduces herself/himself and communicates her/his concern via email and sends it to the email address of the OESPA PAMU	1.1 The investigation personnel will acknowledge receipt of the email and ask further details about the client's identity and her/his concern.	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
<u>If done in-person:</u> 2. Complainant submits his/her affidavit-complaint and pertinent documents to the investigation personnel <u>If done via email:</u>	2.1 The investigation personnel will check the completeness of the documents and encode the complaint in the master list/database of cases	None	Seven (7) Minutes	<i>Investigation NCO</i> OESPA, PAMU



2. Complainant submits her/his affidavit-complaint and pertinent documents to the email address of the OESPA PAMU	2.1 The investigation personnel will acknowledge receipt of the email, check the completeness of the documents, and encode the complaint in the master list/database of cases	None	One (1) day	<i>Investigation NCO</i> OESPA, PAMU
	2.2 The investigation personnel will inform the complainant to submit lacking documents (if there are any)	None	Five (5) Minutes	<i>Investigation NCO</i> OESPA, PAMU
	2.3 The investigation personnel will summon the respondent and other personnel involved, and require them to submit their respective counter-affidavits.	None	Ten (10) days	<i>Investigation NCO</i> OESPA, PAMU
	2.4 Upon reporting of the respondent and other personnel involved in the case, investigation personnel will initiate the conduct of investigation through taking of the Sworn Statements.	None	Five (5) days	<i>Investigation NCO</i> OESPA, PAMU
	2.5 Investigation personnel will prepare the investigation report and the disposition of the case (IR/SDF) for approval of CG, PAMU as recommended by Chief, ESPA of the PAMU.	None	Twenty-six (26) days	<i>Investigation NCO</i> OESPA, PAMU
	2.6 Investigation personnel will inform all concerned on the approved final disposition of the case/complaint.	None	Two (2) days	<i>Investigation NCO</i> OESPA, PAMU



TOTAL (for in-person complaints)	None	Forty-three (43) days and 15 minutes	
TOTAL (for complaints via email)	None	Forty-five (45) days and 5 minutes	

2. Reproduction of SALN

Reproduction of SALN is done when the Philippine Army personnel who filed their SALN or their duly authorized representative, proceeds to the office in order to secure a copy of their SALN whether in electronic copy or hard copy.

Office or Division:	OESPA, PAMU			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	1. Any military personnel who filed his/her SALN at the PAMU 2. Authorized representative of the SALN filer.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly endorsed by Unit Commander/Chief of Office or his authorized representative (1 original copy).		Public Accountability/SALN Section of OESPA PAMU		
2. Military or Government-Issued ID (1 original copy)		IDP Branch, Office of the Army Adjutant/ Issuing Government Agencies		
For representatives: 1. Government-issued ID 2. Authorization Letter from SALN filer with Special Power of Attorney (1 original copy)		Issuing government agencies and SALN filer		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client or his duly authorized representative gives the documentary requirements to the SALN/PAB NCO	1.1 The SALN/PAB NCO will check the completeness of the documentary requirements. * If there are lacking document/s, the requesting party is immediately informed to complete the requirements	None	Three (3) Minutes	SALN NCO/ PAB NCO OESPA PAMU



2. Client or his duly authorized representative fills-out the SALN Request Form	<p>2.1 SALN/PAB NCO receives the SALN Request Form.</p> <p>2.2 SALN/PAB NCO stamps the customer's copy with OESPA's seal</p> <p>2.3 SALN/PAB NCO indicates the time and date of receipt, and affixes his signature</p>	None	Five (5) Minutes	SALN NCO/ PAB NCO OESPA PAMU
3. Client logs-in at the logbook the time and date of request, contact number, and other details	3.1 SALN/PAB NCO will give the logbook to the client	None	Two (2) Minutes	SALN NCO/ PAB NCO OESPA PAMU
	3.2 SALN/PAB NCO will check and retrieve (if available) the original SALN on file and reproduces it	None	Thirty (30) Minutes	SALN NCO/ PAB NCO OESPA PAMU
4. Client or his duly authorized representative logs-in at the logbook the time and date of request, contact number, and other details	4.1 SALN/PAB NCO will attach the reproduced SALN to the SALN Request Form to be routed for notation and approval	None	One (1) Day	SALN NCO/ PAB NCO OESPA PAMU
	4.2 Upon approval, the requesting party will be immediately informed in order to claim the requested document. If request is denied, the client or his	None	Five (5) Minutes	SALN NCO/ PAB NCO OESPA PAMU



	authorized representative is immediately informed by SALN/PAB NCO the reason for its denial thru text, phone call, or email			
<p>5. Client to show his government-issued ID to PAB personnel and claims the requested document/s, logs-out in the logbook the time and date of completion of the request (based on the time and date when the client was informed that the requested document is already available for pick-up), and fills-out the feedback/survey/complaint form.</p> <p>* In case of representatives claiming the requested documents, they must show to PAB personnel their government-issued ID and the Authorization Letter with Special Power of Attorney from the SALN filer. The representative will then log-out in the logbook and fill-out the feedback/complaint/survey form.</p>	<p>5.1 SALN/PAB NCO will make sure that the one receiving the requested document/s is the client himself by verifying his government-issued ID.</p> <p><u>In case of representatives</u> :</p> <p>5.1 In case of representatives claiming the documents, SALN/PAB NCO must first verify the identity of the authorized representative through his ID together with the Authorization Letter with Special Power of Attorney from the SALN filer.</p> <p>5.2 SALN/PAB NCO to make sure that the</p>	None	Ten (10) Minutes	SALN NCO/ PAB NCO OESPA PAMU



	one who received the requested document/s has properly logged-out in the OACESPA logbook.			
TOTAL:		None	One (1) Day and 55 Minutes	



**Judge Advocate of Philippine Army Major Units
(PAMUS)
(Field Offices)
External Services**



1. Rendering of Legal Advice

The Legal Officer/s of the Office of the Judge Advocate PAMU renders legal advice to individuals, military or civilian personnel and/or their beneficiaries who comes to the Office for legal advice in relation to a particular issue or situation.

Office/Branch:	Office of the Staff Judge Advocate PAMU			
Classification:	Simple			
Type of Transaction:	G2C- Government to Citizen G2G – Government to Government			
Who may avail:	All military, civilian personnel and their beneficiaries.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Personal appearance Visitor's Slip/ID		Secure Visitor's Slip in the Message Center		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present his/her ID to the NCO and sign in his/her name and his/her concern in the Client Logbook and Visitor's Slip in the Message Center.	1. Receive the Client's ID and give the Client Logbook and Visitor's Slip.	None	5 minutes	<i>Admin NCO, Office of the Staff Judge Advocate PAMU</i>
	1.1 Refer the Client to the Judge Advocate PAMU.		55 minutes	<i>Staff Judge Advocate PAMU</i>
2. Give the visitor's slip to the Judge Advocate PAMU for signature and sign the logbook after the legal advice.	2. Receive the visitor's slip and sign it after the Officer has rendered legal advice. Duty Officer and Client will sign the logbook after the legal advice.			<i>Admin NCO, Office of the Staff Judge Advocate PAMU</i>
TOTAL:		None	1 hour	



**Judge Advocate of Philippine Army Major Units
(PAMUS)
(Field Offices)
Internal Services**



1. Issuance of ODSJA Clearance/Certifications

The Judge Advocate PAMU Clearance is issued to all active military and civilian personnel needing this document that states that he/she has no pending case before the General Courts-Martial. OAJA Certifications are also issued to assess, affirm, confirm or attest in writing the validity of information or status of individuals or cases.

Office/Branch:	Office of the Staff Judge Advocate PAMU			
Classification:	Simple			
Type of Transaction:	G2G- Government to Government			
Who may avail:	All active military and civilian personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter request duly endorsed by the Unit Commander/Chief of Office addressed to: Office of the Staff Judge Advocate PAMU		Unit of requesting personnel or party		
2. Division DLO Clearance		Office of the Division Adjutant, PA		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
3. Submit the letter request and DLO Clearance to the NCO.	1. Receive the letter request and DLO.	None	3 minutes	NCO, Office of the Staff Judge Advocate PAMU
	1.1 Check and examine the request letter and DLO Clearance. If requirements are complete, NCO will acknowledge its receipt; if lacking requirements, the NCO will inform the requesting personnel/ party to comply the lacking requirement.		33 minutes	
	2. Verify the records on file if the requesting personnel has a			



<p>4. Sign Receiving Copy/Logbook for the release of the clearance or certificate.</p>	<p>pending administrative (Efficiency Separation Board) and/or court-martial case.</p> <ul style="list-style-type: none"> • With pending case – a certificate will be issued stating therein that he/she has a pending case. • No pending case – a clearance will be issued. <p>a. Prepare the clearance or certificate with the Office seal;</p> <p>b. NCO signs that he/she has checked and verified in the records.</p> <p>c. Forward to the Staff Judge Advocate for his/her signature.</p> <p>3. Signed clearance/certificate will be returned to the Message Center for release.</p> <p>a. Issue the clearance or</p>		<p>1 minute</p> <p>3 minutes</p>	<p><i>Staff Judge Advocate PAMU</i></p> <p><i>NCO, Office of the Staff Judge Advocate PAMU</i></p>
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	certificate to the client. b. Give receiving copy/logbook for signature. c. Keep copy for file.			
TOTAL:		NONE	40 minutes	



**Army Personnel Management Center Major Units
(PAMUS)
(Field Offices)
External Services**



1. Philippine Army Pre-entry Exams (AFPSAT, AQE & SWE)

It is a pre-qualifying process required for those applying for enlistment and commission in the Philippine Army.

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Those who want to serve in military service.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
5. School Diploma/TOR/Form 137		Schools (Colleges or Universities)		
6. Birth certificate (PSA)		PSA Offices		
7. 2 Valid ID's		Schools, Govt Agencies, other agencies		
8. PAMU recommendation (Special Enlistment)		PAMUs		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. The client will register online for AFPSAT or he/she may walk-in at nearest Recruitment Office	9. Screening: <ul style="list-style-type: none"> Document screening for authenticity Validation of names of candidates who registered 10. Once qualified, clients will be given schedules and designated venues to undergo AFPSAT	None	5 Mins	AROs Personnel, APMC
2. Clients report to the designated venue to undergo AFPSAT exam	11. Re-screening: <ul style="list-style-type: none"> Height Documents required for authenticity Identification 12. Proctors will distribute test paraphernalia to the clients.	None	10 Mins	AROs Personnel Duty Proctors
3. Undergo the AFPSAT Exam	13. Prior to start, the Psychometrician will give a briefing pertaining to AFPSAT policy & rules during exam. 14. Commencement of exam	None	2 hours	Psychometrician & Proctors from ATO



	7. After the exam, the Psychometrician gives the examinees update as to when the result be published			
	11. Psychometrician will do the checking within 2 working days and will inform applicants thru text or social media (for those who passed only).		2 days	
4. Claim the AFPSAT result using claim stab	Give/Release Individual Result Form (IRF)	None	3 mins	<i>ATO personnel</i>
5. (For OCC Applicants only) The clients may register online for AQE & SWE or he/she may walk-in at nearest Recruitment Office	12. Validation of AFPSAT IRF of OCC Applicants as requirement. 10. Once qualified, applicants will be given schedule and venue of exam for AQE & SWE.	None	3 mins	<i>ATO & ARO Personnel</i>
6. (For OCC Applicants only) Clients report to the designated venue to undergo AQE & SWE	11. Proctors will distribute test paraphernalia to the clients.	None	3 mins	<i>AROs Personnel Duty Proctors</i>
7. (For OCC Applicants only) Clients undergo AQE & SWE	12. Prior to start, the psychometrician will give a briefing pertaining to the AQE & SWE rules during exam. 2. Commencement of exam: 3. After the exam, the Psychometrician will inform the examinees as to when the result be published	None	2hrs & 35min	<i>C, ATO Psychometricians and proctors from ATO</i>
	Psychometrician and C, ATO will do the checking and inform		2 days	



	applicants the result of their exam thru text or social media			
TOTAL:		None	4 days, 4 hours and 59 minutes	
Army Testing Office Action Plan 2020				

2. Recruitment of PA Officers (For OCC and OPC)

A procedure that will be undergone by aspiring applicants who wish to join the Officer Corps of the Philippine Army.

Office or Division:	APMC			
Classification:	Complex			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Civilian & EP w/ baccalaureate degree for OCC and Inactive Commissioned Reserve Officer			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Commission Order (for POTC graduate)		OTAG, GHQ		
2. Original College Diploma		Colleges & Universities		
3. Original Transcript of Records		Colleges & Universities		
4. Birth Certificate (PSA Certified Copy)		PSA Offices		
5. Clearances (local clearances)		Municipal Office		
6. CENOMAR		PSA Offices		
7. Affidavit of Undertaking that has never borne, sired or support a child		Office Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicants will proceed and appear to PAOSC	1. AROs will inform qualified applicants for PAOSC 2. RAD will facilitate the PAOSC interview for qualified applicants. 3. After interview, PAOSC will finalized and select list of applicants qualified for PFT.	None	1 day	<i>ARO, RAD & Secretariat of PAOSC</i>
2. Applicants will undergo PFT	4. AROs and RAD will facilitate the PFT & informed applicants for schedules. Further those who passed the	None	3 hrs	<i>SSU</i>



	PFT will proceed to PME.			
3. Applicants will undergo PME	5. RAD will monitor the PME of applicants in coordination with hospitals. Those who will passed the PME will be recommended for PAOAB.	None	-	AGH
4. Applicants will appear to PAOAB for final deliberation.	6. RAD will recommend to PAOAB those who passed the PME & will inform candidates to face the board. 7. PAOAB will select and finalized the list of applicants. 8. After finalizing the list, PAOAB will recommend it to CGPA thru OG1. 9. OG1, PA will facilitate the Appointment Order for OCC and direct APMC to facilitate the Oath Taking ceremony	None	1 day	C,RAD OG1 & PAOAB Secretariat
5. Oath Taking of qualified applicants	10. APMC will inform the qualified candidates and will facilitate the program for oath taking ceremony. 11. OCS, TRADOC will received the qualified students for training.	None	2 days	OG1, APMC & OCS
TOTAL:		None	4 days and 3 hours	
Service is covered under Circular No. 2 GHQ AFP dated 22 Aug 2014; Subject Procurement of Officers in Philippine Army				



Army Property Accountability Office Major Units (Field Offices) Internal Services



1. Accounting of Philippine Army Properties & Equipment

Conduct of Annual Physical Count and Inventory must be done in order to account all Philippine Army properties and to update the records for proper documentation.

Office or Division:	FPAO			
Classification:	Highly Technical			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request		Admin Officer, FPAO		
2. Report on the Physical Count of Property Plant & Equipment (RPCPPE)		Unit Copy/ FPAO Copy		
3. Report on the Physical Count of Inventories (RPCI)				
4. Property Acknowledgment Receipt (PAR)				
5. Inventory Custodian Slip (ICS)				
6. Property Turn In Slip (PTIS)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approval of schedule of Inventory	1. Request to conduct an inventory	None	1 day	Admin Officer/ Inventory Team/ UPO/ RSNCO
2. Conduct of Physical Count of Equipment	2. Updating of equipment records.	None	4 days and 8 hours	
	3. Submission of supporting documents to ASPA or concerned FAU for adjustment	None	7 days	UPO/ Inventory NCO
TOTAL:		None	13 working days	
Service is covered under GHQ Circular No.12 dated 07 November 1994 Annual Inventory of AFP Properties				



2. Integration of APAO in Philippine Army Unified Clearance System (PAUCS)

The signed compliance slip with existing accountabilities (if there's any) will be returned to PA Personnel or legal dependents and serve as one of the requirements in securing the Philippine Army Unified Clearance.

Office or Division:	FPAO			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Philippine Army personnel and legal dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Compliance Slip		PAMU Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit RSO certification to FPAO with compliance slip.	FPAO encoder to update the client status in PACIS.	None	10 minutes	<i>Accountability Officer/NCO</i>
TOTAL:		None	10 inutes	

3. Issuance of Supplies and Equipment

Inspected supplies and equipment will be issued to concerned Philippine Army units for maintenance and operation purposes.

Office or Division:	FPAO			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Issuance Directive		OG4 PAMU		
2. Stock Card		UPO/ End User		
3. Tally Out		PAO GS		
4. Property Transfer Report (PTR)		FPAO/ PAO GS		
5. Property Acknowledgment Receipt (PAR)		End User		
6. Property Card		FPAO		
7. Requisition and Issue Slip (RIS)		FPAO/ End User		
8. Inventory Custodian Slip (ICS)		End User		
9. Report of Supplies and Materials Issued (RSMI)		End User		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1. Receipt of Issuance Directive from OG4 PAMU	None	10 Minutes	<i>Storage NCO</i>



1. Processing of pertinent documents, withdrawal and recording of issued supplies and equipment	2. Implementation of Issuance Directive by G3 ASCOM	None	3 days	Warehouse NCO
	3. Issuance of supplies and equipment for proper disposition.	None	10 Minutes	Storage NCO
	4. Recording of supplies and equipment issued for proper disposition	None	5 Minutes	Unit Property Officer
TOTAL:		None	3 days and 25 minutes	

4. Receipt of Supplies and Equipment

Delivered supplies and equipment must be received and inspected to ensure the absence of discrepancies in the quantity and item description between the actual deliveries and the delivery receipt.

Office or Division:	FPAO			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt		Supplier		
2. Sales Invoice				
3. Delivery Notice		FPAO		
4. Delivered Items Inspection Report (DIIR)		Storage NCO		
5. Inspection and Acceptance Report (IAR)				
6. Notice of Delivery				
7.Certificate of Inspection/ Acceptance				
8.Requisition and Issue Slip (RIS)		FPAO/ End User		
9. Tally In		Warehouse		
10. Purchase Order		Armed Forces of the Philippines Procurement Service		
11. Notice to Proceed (NTP)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivery of supplies and equipment	1. Receipt and inspection of delivered supplies and equipment according to specifications and	None	15 Minutes	Storage NCO/ Inspection Team



	standards for safekeeping purposes			
	2. Acceptance of supplies and equipment delivered by the supplier	None	5 minutes	<i>FPAO/ UPO</i>
	3. Recording of supplies and equipment received.	None	5 Minutes	<i>Storage NCO</i>
	4. Prepare Notice of Delivery for submission to COA	None	10 Minutes	
	5. Reporting of supplies and equipment received for proper documentation.	None	5 minutes	<i>Property Officer</i>
TOTAL:		None	45 minutes	



**Army Property Accountability Office Major Units
(Field Offices)
General Support**



1. Integration of APAO in Philippine Army Unified Clearance System (PAUCS)

The signed compliance slip with existing accountabilities (if there's any) will be returned to PA Personnel or legal dependents and serve as one of the requirements in securing the Philippine Army Unified Clearance.

Office or Division:	PAOGS			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Philippine Army personnel and legal dependents			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Compliance Slip		PAMU Adjutant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit RSO certification or PAR to PAOGS with compliance slip.	PAOGS encoder to update the client status in PACIS.	None	10 minutes	<i>Accountability Officer/NCO</i>
TOTAL:		None	10 minutes	

2. Receipt and Issuance of Supplies and Equipment

Receipt and Inspection of deliveries from all sources must be done in order to ensure the absence of discrepancies in the quantity and item description between the actual deliveries and the delivery receipt.

Office or Division:	PAOGS			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request for Delivery		Philippine Army Procurement Center (PAPC)		
2. Purchase Order (P.O)		Philippine International Trading Corp (PITC)		
3. Notice of Delivery		General Headquarters (GHQ)		
4. Delivery Receipt				
5. Tally In		Warehouse		
6. Inspection and Acceptance Report (IAR)		PAOGS/ PAPC		
7. Delivered Items Inspection Report (DIIR)		PAPC		
8. Requisition and Issue Slip (RIS)		PAOGS/ End User		
9. Property Transfer Report (PTR)				
10. Property Acknowledgment Receipt (PAR)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE



1. Securing of Notice of Delivery	1. Inspection and acceptance of delivered supplies and/ or equipment	None	4 days	Stock Control Clerk
2. Completion of documents	2. After validating the completeness of the documents and its signatories, the Chief PAO GS will sign	None	2 days	Chief PAOGS
	3. Issuance of supplies and/ or equipment	None	1 day	
TOTAL:		None	7 days	

3. Storage of Supplies and Equipment

Must be done in the warehouse for proper placement and recording.

Office or Division:	PAOGS			
Classification:	Complex			
Type of Transaction:	G2G - Government to Government			
Who may avail:	Philippine Army Units			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Delivery Receipt		PAOGS		
2. Sales Invoice				
3. Stock Card				
4. Property Card		PAOGS/ Warehouse		
5. Status of Stocks				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Delivery of supplies and/ or equipment	1. Classification and proper placement of supplies and equipment in the designated bin	None	2 days	Warehouse NCO
	2. Recording of supplies and/ or equipment, monitoring of stocks status and safeguarding the quality & serviceability of all stocks on hand	None	2 days	Warehouse NCO/ Property Stock Clerk
TOTAL:		None	4 days	



VI. Feedback and Complaints

FEEDBACK AND COMPLAINTS MECHANISM	
How to send a feedback	<p>Option 1: Scan the QR Code found in front of the Office, completely fill-out the feedback form, then click “submit”.</p> <p>Option 2: Answer the feedback form (ask the Admin personnel at the office for the feedback form) and drop it at the Drop Box located in front of the OACESPA’s office</p> <p>Option 3: Send your feedback through email at oacespa@gmail.com or send us a private message on our Facebook Account “Oacespa PA”</p> <p>Option 4: Call or text your feedback at the OACESPA hotline number: 0915-534-4906</p>
How feedback is processed	<p>Step 1: Every Friday, Branch Chief of Professional and Graft Prevention Branch opens the drop box, checks any feedback sent to the OACESPA Facebook account, and compiles and records all feedback submitted.</p> <p>Step 2: Feedback requiring answers are forwarded to the concerned branches and they are required to answer within three (3) days upon receipt of feedback.</p> <p>Step 3: The answer will then be relayed to the citizen through the contact number/email provided or through the office’s Facebook account.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0915-534-4906; Trunk line at (02) 8845-9555; Local: 6599, email us at oacespa@gmail.com or send us a message on our Facebook Account “Oacespa PA”</p>
How to file a complaint	<p>Option 1: Fill-out the feedback form (which already includes a complaint form) and drop it on the Drop Box located in front of the OACESPA’s office.</p> <p>Option 2: Complaints can be filed through email, telephone, or through Facebook Account. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident/details - Evidence/s (if any)



	For inquiries/follow-ups, please contact our hotline number: 0915-534-4906; Trunk line at (02) 8845-9555; Local: 6599, email us at oacespa@gmail.com or send us a message on our Facebook Account "Oacespa PA"
How complaints are processed	<p>Step 1: The Complaints Officer (Branch Chief of Professional and Graft Prevention Branch) opens the drop box and evaluates all the complaints every Friday.</p> <p>Step 2: The Complaints Officer will then forward the complaints to the Investigating Officer for proper investigation.</p> <p>Step 3: The Investigating Officer will then forward the Investigation Report to the Deputy Chief ACESPA for the imposition of appropriate action.</p> <p>Step 4: The Complaints Officer will give feedback to the client on the action taken for his/her complaint within seven (7) days upon receipt of complaint.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0915-534-4906; Trunk line at (02) 8845-9555; Local: 6599, email us at oacespa@gmail.com or send us a message on our Facebook Account "Oacespa PA"</p>
Contact Information of Professional and Graft Prevention Branch, OACESPA and the national feedback and complaints centers	<p>OACESPA Mobile phone: 0915-534-4906 Trunk line: (02) 8845-9555; Local: 6599 Email: oacespa@gmail.com Facebook Account Name: Oacespa PA</p> <p>8888 – Presidential Complaints Center 0908-881- 6565 – CSC Contact Center ng Bayan 478-5093 – Anti-Red Tape Authority complaints@arta.gov.ph – Anti-Red Tape Authority 1-ARTA (2782) – Anti-Red Tape Authority</p>

FEEDBACK AND COMPLAINTS MECHANISM - APAO	
How to send a feedback	<p>Option 1: Answer the feedback form and drop it on the Drop Box located in the Receiving Area of the unit</p> <p>Option 2: Send your feedback through email at hqs.apao2019@gmail.com</p>
How feedback is processed	Step 1: Every Friday, the NCO in charge opens the drop box, compiles and records all the feedback submitted.



	<p>Step 2: Feedback requiring answers are forwarded to the concerned branches and they are required to answer within three (3) days upon receipt of feedback.</p> <p>Step 3: The answer will then be relayed to the citizen through the contact number/email provided.</p> <p>For inquiries/follow-ups, please contact our hotline number: (02) 8585 1831; Trunk line at (02) 8845-9555; Local: 6018, 6818 & 4779; email us at hqs.apao2019@gmail.com.</p>
How to file a complaint	<p>Option 1: Fill-out the feedback form (which already includes a complaint form) and drop it on the Drop Box located in the Receiving area of the office.</p> <p>Option 2: Complaints can be filed through email or phone call. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident/details - Evidence/s <p>For inquiries/follow-ups, please contact our hotline number: (02) 8585 1831; Trunk line at (02) 8845-9555; Local: 6018, 6818 & 4779; email us at hqs.apao2019@gmail.com.</p>
How complaints are processed	<p>Step 1: The NCO in charge opens the drop box and evaluates all the complaints every Friday.</p> <p>Step 2: The NCO in charge will then forward the complaints to the Investigating Officer for proper investigation.</p> <p>Step 3: The Investigating Officer will then forward the Investigation Report to the Chief ESPA Branch, APAO for the imposition of appropriate action.</p>
	<p>Step 4: The NCO in charge will give feedback to the client on the action taken for his/her complaint within seven (7) days upon receipt of complaint.</p> <p>For inquiries/follow-ups, please contact our hotline number: (02) 8585 1831; Trunk line at (02) 8845-9555; Local: 6018, 6818 & 4779; email us at hqs.apao2019@gmail.com.</p>
Contact Information of HQS, APAO, Chief ESPA Branch, APAO and the national feedback and complaints centers	<p>APAO Hotline: (02) 8585 1831 Trunk line: (02) 8845-9555; Local: 6018, 6818 & 4779 Email: hqs.apao2019@gmail.com</p> <p>8888 – Presidential Complaints Center 0908-881- 6565 – CSC Contact Center ng Bayan 478-5093 – Anti-Red Tape Authority</p>



	complaints@arta.gov.ph– Anti-Red Tape Authority 1-ARTA (2782)– Anti-Red Tape Authority
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FEEDBACK AND COMPLAINTS MECHANISM - APMC	
How to send a feedback	<p>Option 1: Answer the feedback form and drop it on the Drop Box located in APMC Duty Lobby.</p> <p>Option 2: Send your feedback or complaint letter addressed to Director, APMC</p> <p>Option 3: Call or text your feedback at the APMC hotline number: 0945-702-3729</p>
How feedback is processed	<p>Step 1: Every Friday, Chief Admin Officer opens the drop box and compiles and records all feedback submitted.</p> <p>Step 2: All feedbacks are forwarded to concerned branches for assessment and evaluation.</p> <p>Step 3: Feedback requiring answers are required to answer within three (3) days upon receipt of feedback.</p> <p>Step 4: The answer will then be relayed to the citizen through the contact number/email provided.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0945-702-3729; Trunk line at (02) 8845-9555; Local: 6857, email us at hapmc@army.mil.ph or hapmc@yahoo.com and ossbapmc2019@gmail.com</p>
How to file a complaint	<p>Complaints can be filed through email, telephone, feedback form, walk-in visit, APMC Website or Social media. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident/details - Evidence/s <p>Step 1: Upon receipt of complaint, recipient shall ask pertinent questions to gather information about the complaints and the circumstances surrounding it.</p> <p>Step 2: Asses if complaints can be solved immediately, if not, then the personnel that receives the complaint will request a Complaints and Inquiry Form to Admin Division</p> <p>Step 3: Fill up the complete details of the complaints and forward the same to the Management Representative. The details may be discussed during the monthly performance</p>



	<p>meeting. An Investigating Officer maybe assigned to look into the complaint.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0945-702-3729; Trunk line at (02) 8845-9555; Local: 6857, email us at hapmc@army.mil.ph or hapmc@yahoo.com and ossbapmc2019@gmail.com</p>
How complaints are processed	<p>Step 1: When the complaint is referred to the Investigating Officer for proper action, the Management Representative compiles and sends all complaint documentation to the Investigating Officer:</p> <ul style="list-style-type: none"> - Complaints and Inquiry Form - Incident/details - Evidence/s <p>Step 2: The Investigating Officer reviews the documents upon receipt</p> <ul style="list-style-type: none"> - If it needs further clarification, he may request respondent for additional details. If there is a need to meet the clients he/she may consult the Deputy/Ex-O, APMC - Coordinates the meeting with the complainant and with the respondent to discuss and try to resolve the complaint - Upon completion of interview/ meeting with the client, Investigating Officer submits his Investigation Report within five (5) working days to the Management Representative. The report should include factual information and corrective action to be taken by the respondent/ process owner. <p>Step 3: The Management Representative upon receipt of the Investigation Report shall:</p> <ul style="list-style-type: none"> - Inform the complainant of the action taken by phone or if necessary, by setting an appointment. Also, he/she shall insure that the corrective action is implemented by the process owner. Results of actions taken shall be recorded in the Complaints and Inquiry Form to be reported during Monthly Performance Review. - Checks the effectiveness of Corrective Action by gathering pieces of evidence based on measure of effectiveness of corrective action. If the same is effective, then the complaint is closed. If not, then he/she should determine the cause of ineffectiveness and the process owner may implement alternative corrective actions. - Prepares Monthly Summary of Complaint and submit the same to Director, APMC thru Ex-O, Deputy, APMC <p>For inquiries/follow-ups, please contact our hotline number: 0945-702-3729; Trunk line at (02) 8845-9555; Local: 6857,</p>



	email us at hapmc@army.mil.ph or hapmc@yahoo.com and ossbapmc2019@gmail.com
Contact Information of APMC and the national feedback and complaints centers	<p>APMC Mobile phone: 0945-702-3729 Trunk line: (02) 8845-9555; Local: 6857 Email: hapmc@army.mil.ph hapmc@yahoo.com ossbapmc2019@gmail.com</p> <p>Presidential Complaints Center (PCC) +63(2)-736-8645 +63(2)-736-8603 +63(2)-736-8629 +63(2)-736-8621(Telefax) Email: pcc@malacanang.gov.ph</p> <p>Anti-Red Tape Authority (ARTA) 478-5093 Email: complaints@arta.gov.ph ARTA Facebook page</p> <p>Civil Service Commission 1-6565* 0908-881- 6565 Email: www.contactcenterngbayan.gov.ph</p>

FEEDBACK AND COMPLAINTS MECHANISM – ASPA

How to send feedback	Answer the client feedback form and place it at the designated drop box.
How to file a complaint	Fill-out the feedback form (which already includes a complaint form) and drop it on the Drop Box
How Feedbacks/Complaints are processed	<p>Every week of the month, a member of OESPA opens the drop box and records feedback submitted.</p> <p>On the succeeding month upon evaluation, the OESPA Officer shall start the investigation and forward the complaint to the concern branch or personnel for their explanation.</p> <p>The OESPA Officer shall make a report after thorough investigation and seek Chief's guidance.</p> <p>Feedback requiring implementation of new policies/guidance shall be brought-up in the meeting with Branch Chiefs prior to the approval of Chief, ASPA. This shall be disseminated with</p>



	<p>branch chiefs and personnel during conduct of Personnel Information and Education.</p> <p>The answer will then be relayed to the citizen through the contact number provided.</p>
Contact Information of CCB, PCC, ASPA	<p>ASPA email address: acctg_svc2@yahoo.com acctgsvc2@gmail.com Fort Bonifacio trunkline: 8+8845-95-55 Local 6139 Presidential Complaints Center (PCC): 8888 Contact Center ng Bayan (CCB): 0908-881-6565 478-5093 – Anti-Red Tape Authority complaints@arta.gov.ph – Anti-Red Tape Authority 1-ARTA (2782) – Anti-Red Tape Authority</p>

FEEDBACK AND COMPLAINTS MECHANISM - OAA	
How to send a feedback	<p>Option 1: Answer the feedback/survey form and drop it on the Drop Box located in the OAA main lobby.</p> <p>Option 2: Send your feedback through email at oaa.pa2017@gmail.com</p> <p>Option 3: Scan the QR Code posted at the window of each Branch and answer the survey/feedback form.</p>
How feedback is processed	<p>Step 1: Every week, feedbacks are sorted and tallied by Chief, Clerk as checked and confirmed by Chief, Administrative Branch.</p> <p>Step 2: Feedback requiring answers are forwarded to the concerned branches and they are required to answer within three (3) days upon receipt of feedback.</p> <p>Step 3: The answer will then be relayed to the citizen through the contact number/email provided.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0927-884-3281; Trunk line at (02) 8845-9555; Local: 6611, email us at oaa.pa2017@gmail.com.</p>
How to file a complaint	<p>Option 1: Fill-out the feedback form (which already includes a complaint form) and drop it on the Drop Box located in the OAA main lobby.</p> <p>Option 2: Complaints can be filed through email. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident/details - Evidence/s <p>For inquiries/follow-ups, please contact our hotline number: 0927-884-3281; Trunk line at (02) 8845-9555; Local: 6611, email us at oaa.pa2017@gmail.com.</p>



How complaints are processed	<p>Step 1: Every week, feedbacks are sorted and tallied by Chief, Clerk as checked and confirmed by Chief, Administrative Branch.</p> <p>Step 2: The Complaints Officer/ Chief, Administrative Branch will then forward the complaints to the Investigating Officer for proper investigation.</p> <p>Step 3: The Investigating Officer will then forward the Investigation Report to the Deputy, OAA for the imposition of appropriate action.</p> <p>Step 4: The Complaints Officer will give feedback to the client on the action taken for his/her complaint within seven (7) days upon receipt of complaint.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0927-884-3281; Trunk line at (02) 8845-9555; Local: 6611, email us at aaa.pa2017@gmail.com .</p>
Contact Information of Admin Branch, OAA and the National Feedback and Complaints Centers	<p>OAA Mobile phone: 0915-534-4906</p> <p>Trunk line: (02) 8845-9555; Local: 66611</p> <p>Email: aaa.pa2017@gmail.com</p> <p>8888 – Presidential Complaints Center</p> <p>0908-881- 6565 – CSC Contact Center ng Bayan</p> <p>478-5093 – Anti-Red Tape Authority</p> <p>complaints@arta.gov.ph – Anti-Red Tape Authority</p> <p>1-ARTA (2782) – Anti-Red Tape Authority</p>

FEEDBACK AND COMPLAINTS MECHANISM – OAJA

How to send a feedback?	<p>Answer the client feedback form and drop it at the designated drop box at the Message Center</p> <p>Contact Information: Trunkline: 845-9555 local 6517 armyjudgetadvocate@gmail.com</p>
How feedback is processed?	<p>Every Friday, duty NCO opens the drop box and compiles and records all feedbacks submitted. All feedbacks are evaluated by the Admin Officer. Clients' feedback will be taken into consideration in order to improve our services in order to fulfill clients' needs.</p>
How to file a complaint?	<p>Answer the feedback form and drop it at the designated drop box at the Message Center. Complaints can also be filed personally or via telephone. Client must provide the following information:</p> <ul style="list-style-type: none"> • Name of personnel complained of • Incident (date & time) • Evidence <p>Contact Information:</p>



	Trunkline: 845-9555 local 6517 Hotline: 09952312930
How complaints are processed?	NCO on duty opens the complaints drop box on daily basis.
	All complaints will be forwarded to the Security NCO for evaluation and start of investigation. He will call the personnel complained of for his/her explanation. He will create a report and forward it to the Admin Officer for appropriate action. Trunkline: 845-9555 local 6517 armyjudgetadvocate@gmail.comHotline: 09952312930 ARTA: complaints@arta.gov.ph 1-ARTA (2782) PCC: 8888 CCB: 0908-881-6565 (SMS)
Contact Information of OAJA, PA	Trunkline: 845-9555 local 6517 armyjudgetadvocate@gmail.comHotline: 09952312930

FEEDBACK AND COMPLAINTS MECHANISM – OG9

How to send a feedback	Option 1: Send your feedback through email at og9palatest_11@yahoo.com or og9@army.mil.ph Option 2: Call or text your feedback at the OG9, PA hotline number: 0917-586-2006
How feedback is processed	Step 1: Every feedbacks and complaints are immediately addressed by concerned branch and immediately initiate feedback to the concerns. Step 2: The answer will then be relayed to the citizen through the contact number/email provided. For inquiries/follow-ups, please contact our hotline number: 0917-586-2006; PLDT: (02) 88207998; BONTEX: 6421/6021, email us at og9palatest_11@yahoo.com



How to file a complaint	<p>Complaints can be filed through email, telephone. Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of person being complained - Incident/details - Evidence/s <p>For inquiries/follow-ups, please contact our hotline number: 0917-586-2006; PLDT: (02) 88207998; BONTEX: 6421/6021, email us at og9palatest_11@yahoo.com</p>
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FEEDBACK AND COMPLAINTS MECHANISM - OAPM	
How to send feedback	<p>Option 1: Scan the QR Code found in front of the Office, completely fill-out the feedback form, then click “submit”.</p> <p>Option 2: Send your feedback through email at oapm@army.mil.ph</p> <p>Option 3: Call or text your feedback: OAPM hotline 0927-613-2166 OAPM complaint hotline 0915-523-9161</p>
How feedback is processed	<p>Every Friday, Admin Branch compiles and records all feedback submitted.</p> <p>For inquiries/follow-ups, please contact our hotline number: 0927-613-2166; Trunk line at (02) 8845-9555; Local: 6627, email us at oapm@army.mil.ph</p>
How to file a complaint based on your feedback	<p>Option 1: Fill-out the feedback form (which already includes a complaint form) and drop it on the Drop Box located in front of the OAPM's office.</p> <p>Option 2: Complaints may be filed through walk-in and On-line (Any social media platform). Make sure to provide the following information:</p> <ul style="list-style-type: none"> - Name of Caller - Name of involved PA Personnel (Army/CivHR) - Evidence/s <p>For inquiries/follow-ups, please contact our hotline: 0927-613-2166; Trunk line at (02) 8845-9555; Local: 6627, email us at oapm@army.mil.ph</p>
How complaints are processed	<p>The LIB Personnel will give feedback to the client on the action taken for his/her complaint within three (3) days upon receipt of complaint.</p>



	For inquiries/follow-ups, please contact our hotline: 0927-613-2166; Trunk line at (02) 8845-9555; Local: 6627, email us at oapm@army.mil.ph
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VII. LIST OF OFFICES

<u>LIST OF OFFICES - APMC</u>		
Office	Address	Contact Information
APMC (Main Office)	APMC, Headquarters Philippine Army, Bayani Road, Fort Bonifacio, Metro Manila	APMC Mobile phone: 0945-702-3729 Trunk line: (02) 845-9555; Local: (02) 6857 Email: hapmc@army.mil.ph hapmc@yahoo.com
<u>Army Recruitment Offices of APMC</u>		
Army Recruitment Offices – Luzon	For Andres Bonifacio, Metro Manila	(02) 8845-9555; Local: 6843 (+63) 921-978-5548 (+63) 945-802-6604 ARO_Luzon@Army.mil.ph ARO_Luzon@yahoo.com lourdesdelossantos80@gmail.com
Army Testing Office – Luzon	For Andres Bonifacio, Metro Manila	02) 8845-9555; Local: 6883 (+63) 921-978-5548 armytestingoffice@yahoo.com
Army Recruitment Offices – Visayas	Camp Lapu-lapu, Cebu City	(032) 231-5157 (+63) 906-450-3309 ARO-Visayas@Army.mil.ph aro_Visayas@yahoo.vom
Army Recruitment Offices – Mindanao	Camp Bgen Edilberto Evangelista, Cagayan de Oro City	(088) 850-5279 local 4750 (+63) 927-332-1077 Aro_mindanao@yahoo.com arcmindanao_cdo@yahoo.com

<u>LIST OF OFFICES – APAO</u>		
Office	Address	Contact Information
Headquarters APAO (Central Office)	APAO, Headquarters Philippine Army, Fort Andres Bonifacio, Metro Manila	APAO Hotline: (02)8585 1831 Trunk line: (02) 845-9555; Local: 6018, 6818 & 4779 Email: hqs.apao2019@gmail.com
15FPAO	Fort Andres Bonifacio, Metro Manila	Hotline: (02) 845 9555 loc 4779 Email: 15thfpao@gmail.com
PAOGS	Fort Andres Bonifacio, Metro Manila	Hotline: (02) 845 9555 loc 6218 Email: gspao2021@gmail.com



Field Property Accountability Office (Field Offices)		
1FPAO	Camp O'Donnell, Sta Lucia, Capas, Tarlac	Email: 1stfpao@gmail.com
2FPAO	Camp Melchor F Dela Cruz, Upi, Gamu, Isabela	Email: 2ndfpao@gmail.com
3FPAO	Fort Magsaysay, Palayan City, Nueva Ecija	Email: 3rdfpao@gmail.com
4FPAO	Camp General Mateo Capinpin, Tanay, Rizal	Email: 4thfpao@gmail.com
5FPAO	Camp Elias Angeles, Pili, Camarines Sur	Email: 5thfpao@gmail.com
6FPAO	Camp Peralta, Jamindan, Capiz	Email: 6thfpao@gmail.com
7FPAO	Camp LapuLapu, Cebu City	Email: 7thfpao@gmail.com
8FPAO	Camp Lukban, Catbalogan, Samar	Email: 8thfpao@gmail.com
9FPAO	Kuta Major Cesar L Sang-an, Pulacan, Labangan, Zamboanga del Sur	Email: 9thfpao@gmail.com
10FPAO	Camp Evangelista, Patag, Cagayan de Oro City	Email: 10thfpao@gmail.com
11FPAO	Naval Station, Felix Apolinario, Panacan, Davao City	Email: 11thfpao@gmail.com
12FPAO	Camp BGEN Gonzalo H Siongco, Awang, DOS, Maguindanao	Email: 12thfpao@gmail.com
14FPAO	Camp General Rigoberto J Atienza, Libis, Quezon City	Email: 14thfpao@gmail.com
16FPAO	Camp Enrile, Malagutay, Zamboanga City	Email: 16thfpao@gmail.com
17FPAO	Kuta Heneral Teodulfo S Bautista, Busbus, Jolo, Sulu	Email: 17fpao@gmail.com



LIST OF OFFICES – ASPA

Office	Address	Contact Information
Accounting Service, Philippine Army Main	Fort Andres Bonifcaio, Metro Manila	PLDT Trunk lines: (02) 88459-555 Local: 6139/6039/6539/6439/6839 0977-034-0755 0969-0591-311
1st Field Accounting Unit	Camp O'Donnell, Capas, Tarlac	0949-801-9524/ 0915-902-9498
2nd Field Accounting Unit	Camp Melchor, Dela Cruz, Upi Gamu, Isabela	0915-047-9189
3rd Field Accounting Unit	Fort Magsaysay, Palayan City Nueva Ecija	0968-854-1503
4th Field Accounting Unit	Camp Capinpin, Tanay Rizal.	0917-180-2606
5th Field Accounting Unit	Camp Weenee Martillana, San Jose Pili, Camarines Sur	0961-111-4795
6th Field Accounting Unit	Camp Peralta, Jamindan Capiz	0917-627-1488
7th Field Accounting Unit	Camp Lapu-lapu, Cebu City	0923-956-1723
8th Field Accounting Unit	Camp General Vicente Lukban, Brgy. Maulong Catbalogan City	09190057150
9th Field Accounting Unit	Camp Kuta Sang-an, Pulacan Zamboanga Del Sur	0917-7900-136
10th Field Accounting Unit	Camp Evangelista, Patag Cagayan De Oro City	0977-257-9836 0961-417-4218
11th Field Accounting Unit	Naval Station, Felix Apolinario, Camp Panacan, Davao City	0948-122-7297
12th Field Accounting Unit	Camp BGEN Siongco, Awang Datu Odin Sinsuat, Maguindanao	0921-804-1442 0977-443-0383
14th Field Accounting Unit	Camp Atienza, Libis Quezon City	(02) 82911808
15th Field Accounting Unit	Fort Andres Bonifcaio, Metro Manila	PLDT Trunk lines: (02) 88459-555 Local: 6541/6542
16th Field Accounting Unit	Camp Arturo Enrile, Malagutay Zamboanga City	09153339406
17th Field Accounting Unit	Camp Gen Teodulfo Bautisa, Brgy Busbus, Jolo, Sulu	0916-612-3321



LIST OF OFFICES - FCPA

Office	Address	Contact Information
FCPA (Central Office)	FCPA, Headquarters Philippine Army, Bayani Road, Fort Bonifacio, Metro Manila	FCPA Mobile phone: 09498895874 Local: 4410 Email: fcpa.operations@gmail.com
FCPA of Philippine Army Major Units (Field Offices)		
1 st Finance Service Field Officer, Phil Army	Camp Gen Servillano Aquino, Tarlac City	(+63) 919- 004 -4839
2 nd Finance Service Field Officer, Phil Army	Camp Melchor Dela Cruz Upi, Gamu, Isabela	(+63) 933- 814 -9736
3 rd Finance Service Field Officer, Phil Army	Fort Ramon Magsaysay, Palayan, Nueva Ecija	(+63) 998- 790 -8541
4 th Finance Service Field Officer, Phil Army	Camp Gen Mateo Capinpin, Tanay, Rizal	(+63) 933- 827 -6356
5 th Finance Service Field Officer, Phil Army	Camp Weene Martillana, San Jose, Pili, Camarines Sur	(+63) 923- 087 -2067
6 th Finance Service Field Officer, Phil Army	Camp Macario Peralta Jr, Jamindan, Capiz	(+63) 930- 197 -9287
7 th Finance Service Field Officer, Phil Army	Camp Lapu-lapu, Lahug, Cebu City	(+63) 920- 958 -5137
8 th Finance Service Field Officer, Phil Army	Camp Vicente Lukban, Catbalogan, Samar	(+63) 920- 395 -8023
9 th Finance Service Field Officer, Phil Army	Kuta Cesar Sang-an, Labangan, Zambo DS	(+63) 966- 724 -9859
10 th Finance Service Field Officer, Phil Army	Camp Edilberto Evangelista, Cagayan de Oro	(+63) 943- 136 -3332
11 th Finance Service Field Officer, Phil Army	NS Felix Apolinario, Panacan, Davao City	(+63) 933- 829 -5042
12 th Finance Service Field Officer, Phil Army	Camp Siongco, Awang, DOS, Maguindanao	(+63) 946- 564 -5263
14 th Finance Service Field Officer, Phil Army	Camp Gen Rigoberto Atienza, Libis, QC	(+63) 917- 708 -2795
15 th Finance Service Field Officer, Phil Army	Fort Andres Bonifacio, Taguig City	(+63) 946- 365 -3568
16 th Finance Service Field Officer, Phil Army	Camp Arturo Enrile, Malagutay, Zamboanga	(+63) 933- 866 -2865

LIST OF OFFICES - OACESPA

Office	Address	Contact Information
OACESPA (Central Office)	OACESPA, Headquarters Philippine Army, Bayani Road, Fort	Email: oacespa@gmail.com oespapa@yahoo.com Mobile: (+63) 915-534-4906



	Bonifacio, Metro Manila	Trunk line: (02) 845-9555; Local: (02) 6599
OESPA of Philippine Army Major Units (Field Offices)		
Headquarters and Headquarters Support Group (HHSG)	Headquarters Philippine Army, Bayani Road, Fort Bonifacio, Metro Manila	Email: oespahhsgpa@gmail.com Mobile: (+63) 963-363-5597
Installation and Management Command (IMCOM)	Headquarters Philippine Army, Bayani Road, Fort Bonifacio, Metro Manila	Email: imcom@army.mil.ph Mobile: (+63) 915-779-3733
1 st Infantry (Tabak) Division, Phil Army	Camp Major L. Sang-an, Pulacan, Labangan, Zamboanga Del Sur	Email: oespa1id@gmail.com Mobile: (+63) 917- 793 -8341 Trunk Line: (062)-945-2721 Local: (02) 6624
2 nd Infantry (Jungle Division, Phil Army	Camp Mateo M Capinpin, Tanay, Rizal	Email: oespa2id@yahoo.com.ph Local: (02) 6542
3 rd Infantry (Spearhead) Division, Phil Army	Camp Gen Macario B Peralta Jr, Jamindan Capiz	Email: oespa_3id@yahoo.com Mobile: (+63) 916-271-2519
4 th Infantry (Diamond) Division, Phil Army	Camp Bgen Edilberto Evangelista, Cagayan de Oro City	Email: oespa4id@yahoo.com Mobile: (+63) 997-173- 3193
5 th Infantry (Star) Division, Phil Army	Camp Melchor F Dela Cruz, Upi, Gamu, Isabela	Email:cmfcdclacruz@yahoo.com Local: (78) 5029
6 th Infantry (Kampilan) Division, Phil Army	Camo Bgen Gonzalo H Siongco, Awang, Datu Odin Sinsuat, Maguindanao	Email: oadcoespa@yahoo.com Mobile: (+63) 927-781-0693
7 th Infantry (Kaugnay) Division, Phil Army	Fort Ramon Magsaysay, Nueva Ecija	Email: oespah7id@army.mil.ph toch7id@army.mil.ph Mobile: (+63) 945-205-1406
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9 th Infantry (Spear) Division, Phil Army	Camp Elias Angeles, Pili Camarines Sur	Email: oadc9idpa@gmail.com Mobile: (+63) 956-554-5968
10 th Infantry (Agila) Division, Phil Army	Camp General Manuel T Yan Sr., Brgy Tuburan, Mawab, Campostela Valley Province	Email:oespa10id_cgmtysr@gmail.com Mobile: (+63) 917-122-9046
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CMOR, Philippine Army	Taguig, Metro Manila	Email: oespa_cmor@yahoo.com
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SFRA Philippine Army	Fort Magsaysay, Nueva Ecija	Email: oespasfra@yahoo.com
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51 st Engineer Brigade	Libis, Quezon City	Email: ebdeoespa51@gmail.com
52 nd Engineer Brigade	Camp Natividad, Bukidnon	Email: h52ebde@army.mil.ph
53rd Engineer Brigade	Camp Lapulapu, Cebu City	Email: oespa53@gmail.com
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55 th Engineer Brigade	Balo-I, Lanao del Norte	Email: comcenterfiftyfifth.ebde@gmail.com
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Office of the Staff Judge Advocate of Philippine Army Major Units (Field Offices)		
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ODSJA, 4ID, PA	Camp Evangelista, 4ID, PA, Cagayan de Oro City	(088)881-1898 loc 4035
ODSJA, 5ID, PA	Camp Melchor dela Cruz, Upi, Gamu, Isabela	765-5651, 765-5655 loc 5089
ODSJA, 6ID, PA	Camp BGen Gonzalo Siongco, Awang, DOS, Maguindanao	4248
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ODSJA, 8ID, PA	Camp Vicente Lukban, Maulong, Catbalogan, Samar	251-6869 544-0020/0085 Loc 3148



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Brigade SJA, 51EBde, PA	Camp Gen Rigoberto Atienza, Libis, Quezon City	911-6001/6824 Loc 4116
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