



CITIZEN'S CHARTER NO. BMB-AFA-03. ISSUANCE OF TAX WITHHELD CERTIFICATES (BIR FORMS 2306 and 2307)

The BIR Form 2306 or the Certificate of Final Income Tax Withheld is accomplished and issued by the withholding agent, usually the employer, to reflect the income subjected to final tax. It should indicate the total amount paid, as well as the total taxes withheld and remitted during the period.

The BIR Form 2307 or the Certificate of Creditable Tax Withheld at Source details the income subjected to expanded withholding tax paid by the withholding agent.

Office or Division:	Accounting Division -Office of the Director			
Classification:	Simple			
Type of Transaction	G2G - Government to Government G2C – Government to Citizen G2B – Government to Business			
Who may avail:	Suppliers/Bidders/Consultants/Contractors			
CHECKLIST OF REQUIREMENTS*		WHERE TO SECURE		
1. Proof of payment/ Official Receipt (OR) – copy		End-User (Suppliers/Bidders/Consultants/Contractors)		
2. Copy of List of Due and Demandable and Accounts Payable (LDDAP)/Advice of Debit Account (ADA)		BMB-Cashier Unit		
Other Requirements (if any)				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit Request for Issuance of Tax Withheld Certificate (with supporting documents if necessary)	1. Receives request for issuance of Tax Withheld Certificate and record in the Logbook	None	1 mins	Accounting Staff Office of the Director
	2. Prepares the BIR Tax Withheld Certificate (BIR Form 2306 or BIR Form 2307)	None	15 mins	Accounting Staff Office of the Director



	3. Review, approve and sign the prepared BIR Tax Withheld Certificate (Form 2306/2307)	None	3 mins	Accountant Office of the Director
2. Submits original copy of the Official Receipt (OR)	4. Releases the approved and signed Tax Withheld Certificate (BIR Form 2306/2307) to the client/end-user	None	1 min	Accounting Staff Office of the Director
3. Acknowledged receipt by signing Copy 2 and receive Copy 1 of approved and signed Tax Withheld Certificate (BIR Form 2306/2307)	Files copy 2 of the Tax Withheld Certificate (BIR Form 2306/2307)	None	1 min	
TOTAL		None	21 mins	

This service is under the following Policies:

- *The Government Accounting Manual prescribed by the Commission on Audit (COA) for Use of All National Government Agencies*



CITIZEN'S CHARTER NO. BMB-AFB-01. PROCESSING OF SPECIAL BUDGET REQUEST(SBR)

Special Budget Request (SBR) is a document requesting for additional allotment from the Department of Budget and Management (DBM). This request comes in a form of a letter originating from the requesting division or office.

Office or Division:	Budget Unit- Office of the Director	
Classification:	Complex	
Type of Transaction	G2G - Government to Government	
Who may avail:	Internal: Ninoy Aquino Parks and Wildlife Center External: Regional Offices of DENR	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
General Requirement		
Special Budget Request (1 original and 1 file copy)	Regional office concerned	
Documentary Requirements		
BED No. 1-Financial Plan	Regional office concerned	
BED No. 2-Physical Plan	Regional office concerned	
BED No. 3-Monthly Disbursement Program	Regional office concerned	
BF 200 – Financial Plan by Function/Activity/Project (UACS)	Regional office concerned	
Protected Area Management Board (PAMB) Resolution	Regional office concerned	
Certification of deposit from Bureau of the Treasury	Bureau of Treasury	
Statement of Deposited Collection from the Bureau of the Treasury	Bureau of Treasury	
Certification of MDS Account from Land Bank of the Philippines or AGDB	Land Bank of the Philippines or AGDB	
FY Estimated Monthly Income	Regional office concerned	
List of equipment to be purchased with justification and specification (if any)	Regional office concerned	
Inventory of equipment purchased (if any)	Regional office concerned	
Physical Accomplishment Report	Regional office concerned	
Trial Balance as of December 31	Regional office concerned	
Management Plan	Regional office concerned	



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Regional Office Submit complete SBR documents to Budget Section from Division Concerned Or Ninoy Aquino Parks and Wildlife Center PA Office	1. Receive and record in Logbook SBR documents and forward to Processor	None	5 mins	Receiving/Releasing Personnel Budget Unit
	2. Review/check all attached SBR documents and prepare endorsement letter	None	30 mins	Processor Budget Unit
	3. Return to concerned Office SBR documents for revision(s) or additional documents	None	1 min	Processor Budget Unit



2. Comply/revise and re-submit SBR documents				
	4. Review all documents and initial endorsement letter	None	30 min	Section Chief Budget Unit
	5. Forwards/Release documents and endorsement letter to the Office of the Assistant Director	None	5 min	Receiving/Releasing Personnel Budget Unit
TOTAL:		None	1 hours & 11 min.	



CITIZEN'S CHARTER NO.BMB-AFC-01. PREPARATION, PROCESSING AND ISSUANCE OF CHECKS/LDDAP-ADA

The issuance/ release of checks and LDDAP-ADA serves as a proof that disbursement/payment of authorized obligation, expenditure incurred by DENR was settled.

Office or Division:	Cashier Unit-Office of the Director			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:	All Permanent, Casual and Contractual Personnel and Officials of Biodiversity Management Bureau			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
If LDDAP-ADA				
1. Approved LDDAP-ADA (4 original)		Accounting Division or Approving Official		
2. Disbursement Voucher and supporting documents (4 original)		Requesting Party or Property and Supply Management Division (PSMD)		
3. Obligation Request and Status (2 copies, original)		Budget Division		
4. Account/NCA balance (1 photocopy)		Budget Division and DBM		
If Check				
1. Disbursement Voucher and supporting documents		Requesting Party or PSMD		
2. Obligation Request and Status (2 copies, original)		Budget Division		
3. Account/NCA balance (1 photocopy)		Budget Division and DBM		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Accounting Division/ Authorized Approving Officials will submit Disbursement Voucher with complete supporting	1. Receive and record in incoming Logbook the approved DV, ORS and/or other supporting documents.	None	5 min. (per DV)	Receiving/Releasing Clerk (Administrative Assistant)



documents to the Cashier Division.				
	1.1. Check the account/funding source and balance of Notice of Cash Allocation (NCA) against amount of the DV.	None	5 min. (per DV)	Cashier
	1.2. Prepare/encode individual DV in Checks/LDDAP-ADA and ACIC	None	15 min. (per LDDAP-ADA)	Administrative Assistant
	1.3. Review and sign the Checks/ and the ADA portion of LDDAP-ADA and record in the Cash Book	None	10 min. (per LDDAP-ADA)	Cashier
	1.4. Record in the Logbook and forward Check/LDDAP-ADA with supporting documents to Approving Officials based on Manual of Authorities.	None	10 min. (per LDDAP-ADA)	Receiving/Releasing Clerk (Administrative Assistant)
	1.5. Receive Check/ADA, DV and other supporting documents from Cashier Section	None	5 min.	Depends on the Manual of Approval
	1.6. Countersign Check and approves the LDDAP-ADA	None	1 hour	Director, Admin. Service or FMS (Php 5M & below)



	based on Manual of Authorities.			<p>Assistant Secretary, Finance or Admin (Php 5M-10M)</p> <p>Undersecretary, Admin. & Finance (Php 10M-20M)</p> <p>Secretary (Php 20M +)</p>
	1.7. Forward the signed/ approved Check/LDDAP-ADA with supporting documents to cashier Unit.	None	1 hour	Depends on the Manual of Approval
	1.8. Receive the approved LDDAP-ADA with supporting documents and record in the logbook. Prepare the receiving copy and soft copy to be forwarded to the Bank.	None	45 min.	Cashier Staff



	<p>1.9. Receive the signed check, DV and supporting documents and record particulars in the Check Register, and encode all DV paid to their individual index (personnel and creditors)</p> <p>Inform the claimants/payee that the check is ready for pick-up/ the LDDAP-ADA was forwarded to the bank and to issue OR upon crediting payment to their account.</p>	None	5 min. (per DV)	Cashier Staff
<p>2. Receive check and sign Box E of the DV, or debited amount in ATM</p> <p>For service providers, issue Official Receipt to Cashier.</p>		None		
TOTAL:		None	3 hours & 40 min. + 24-hour waiting time of the bank	



CITIZEN'S CHARTER NO. BMB-AFC-02. COLLECTION & DEPOSIT OF FEES

This process ensure that an adequate system of internal control over cash handling, cash collections and deposits is maintained within the Bureau. It will safeguard BMB accounts, ensure high level of accuracy and reliability in the accounting records and reduce the opportunity for errors or losses without incurring unreasonable additional costs for the internal controls established.

Office or Division:	Cashier Unit-Office of the Director			
Classification:	Simple			
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
Who may avail:				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
5. Order of Payment (2 copies)			Accounting Unit & CITES	
6. Entrance, parking tickets issued (copy)			Gate Collectors	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
Receives cash/check from Payor based on Order of Payment issued by the Accounting	1. Cashier staff issued Official Receipt in three (3) copies	none	5 minutes per O.R.	Receiving Clerk (Administrative Assistant)
	2. Signs Official Receipt and issued to Payor	none	5 minutes per O.R.	Cashier/Collecting Officer
	3. Prepares List of Deposited Collection (LCD) Deposit Slip (DS) in 5 copies	None	10 minutes per Deposit Slip	Administrative Assistant



	4. Record Collection in Cash Receipt Record (CRR)	None	10 minutes per collection	Cashier/Collecting Officer
	5. Deposits collection in AGDB	None	45 minutes to 1 hour	Cashier/Collecting Officer
	TOTAL:	None	1 hours & 30 min. + 24-hour waiting time of the bank	



CITIZEN'S CHARTER NO. BMB-AFGSS-01. ISSUANCE OF TRIP TICKET

Trip Tickets are official documents issued to drivers as basis for conveying BMB officials and other personnel in meetings, workshop and other official business/transaction within Metro Manila and nearby vicinities reachable by land transportation.

Office or Division:	General Services Unit - Office of the Director			
Classification:	Simple			
Type of Transaction	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	All BMB Official Drivers			
CHECKLIST OF REQUIREMENTS*		WHERE TO SECURE		
3. Driver's Trip Ticket Form		General Services Unit- Office of the Director		
Other optional Requirements (if any)				
4. Travel Order, if required (for BMB Employee and Driver)		End-User/HRDU		
5. Notice/Invitation for Meetings (for BMB Staff)		Organizers of Meeting/Workshop etc		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Submit Accomplished Driver's Trip Ticket Form or Request Drivers Trip Ticket personally	1. Receives the accomplished Trip Ticket form or prepare Trip Ticket form if requested personally (without request form)	None	2 mins	Receiving/Releasing Clerk General Services Unit
	2. Review the accomplished Trip Ticket form (with other supporting documents, if required)	None	3 mins	Action Officer Admin and Finance office of the Director
	3. Approve and sign the Trip Ticket	None	1 min	Action Officer Admin and Finance office of the Director
	4. Record and assign control number on the approved	None	1 min	Receiving/Releasing Clerk General Services Unit



	trip Ticket and release to driver			
2. Receives the approved and signed Trip Ticket		None	1 min	Driver/End-User
TOTAL:		None	8 minutes	



CITIZEN'S CHARTER NO. BMB-AFGSS-02. ISSUANCE OF FUEL WITHDRAWAL SLIP

Gasoline Withdrawal Slip is an official document issued to drivers as basis for requesting gasoline for their assigned BMB Official vehicles from accredited and designated fuel Station for conveying BMB officials and other personnel in their official business/transaction within Metro Manila and nearby vicinities reachable by land transportation. The slip is used to regulate and monitor fuel consumption as well as basis for accounting and budgeting purposes.

Office or Division:	General Services Unit -Office of the Director			
Classification:	Simple			
Type of Transaction	G2C – Government to Citizen G2G - Government to Government			
Who may avail:	All BMB Official Drivers / other BMB authorized staff			
CHECKLIST OF REQUIREMENTS*		WHERE TO SECURE		
6. Fuel Withdrawal Slip		General Services Unit- Office of the Director		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request Fuel Withdrawal Slip from General Service Unit staff	5. Provide/Prepares Fuel Withdrawal Slip	None	2 mins	Receiving/Releasing Clerk General Services Unit
7. Submits Fuel Request Form to Division Chief for signature	6. Sign Fuel Request Form	None	1 min	Authorized Signatory BMB Divisions/AF/NAPWC
	7. Forwards signed approved Fuel Request Form to Action Officer, AF-OD	None	1 min	Receiving/Releasing Clerk General Services Unit
	8. Review, approve and sign Fuel Request Form	None	1 min	Action Officer Admin and Finance office of the Director



	9. Assign Control number, record and release Fuel Withdrawal Slip to Driver	None	1 min	Receiving/Releasing Clerk General Services Unit
8. Receives the approved and signed Fuel Withdrawal Slip		None	1 min	Driver/End-User
TOTAL:		None	7 minutes	



CITIZENS CHARTER NO. BMB-HRDU-01. ISSUANCE OF CERTIFICATION OF NO PENDING ADMINISTRATIVE CASE

This Certification serves as a proof whether a requesting personnel or official has a pending administrative case filed against him/her based on the records of BMB and DENR. The purpose for the request is included in the Certification.

Office or Division:	Human Resources Development Unit			
Classification:	Simple			
Type of Transaction	G2C -Government to Citizen G2G – Government to Government			
Who may avail:	All Permanent, Casual and Contractual Personnel and Officials of Biodiversity Management Bureau (BMB)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Additional if Travel Abroad				
Approval of the Director/ Division Chief		BMB-HRDU		
Invitation (1 photocopy)		Host country or sponsor		
Additional if Scholarship				
Invitation (1 photocopy)		Host country or sponsor		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
2. Get and accomplish request form, and submit form together with documentary requirements.	1. Receive the accomplished form and documentary requirements.	None	1 minute	<i>Administrative Assistant</i>
	1.1. Verify the name of the requestee in the database of personnel, draft Certification indicating whether the requestee has administrative	None	45 minutes	<i>Personnel Analyst/ Administrative Assistant</i>



	case, and affix initials in the Certification.			
	1.2. Review and affix initials on the certification	None	15 minutes	<i>HRDU Head, Action Officer, Assistant Director</i>
	1.3. Review and sign the Certification.	None	5 minutes	<i>Director</i>
	1.4. Inform the requestee of the availability of the Certification.	None	1 minute	<i>Administrative Assistant/ Personnel Analyst</i>
	1.5. Release the Certification to the requestee. Retain a hard copy of the Certification.	None	1 minute	<i>Administrative Assistant/ Personnel Analyst</i>
	a. Scan and file the receiving copy	None	2 minutes	<i>Personnel Analyst</i>
TOTAL:		None	1hour 10 minutes	