

PEEDO – Davao del Norte Hospital Services

6. Hospital Administrative Services

Processing of payments for utilities and other obligated payables of the hospitals (representation, gasoline, water, etc.)

Office or Division:	Hospital Administrative Division			
Classification:	Simple			
Type of Transaction:	G2C – Government to Client			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved purchase order (Original Copies, Complete Set w/ attachments) *number of copies may vary depending on the PGSO-BAC		1. Provincial General Service Office – Bids and Awards Committee (PGSO-BAC)		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Charge Invoice, Official Receipts or Delivery receipts to Office upon delivery of goods	1.1. Prepare Obligation Request and Disbursement Voucher 1.2. For signature by P.G. Head 1.3 Forward voucher to Budget office 1.4 Forward obligated voucher to Accounting	N/A	1 to 2 hours	<i>Division Liaison</i> PEEDO- DDN Hospital Administrative Division

	Office			
TOTAL:		N/A	1 to 2 hours	