



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street, Port Area
1018 Manila

NHQ-PCG/CGFS

16 September 2024

**STANDING OPERATING PROCEDURE
NUMBER 22-24**

**GUIDELINES ON THE PREPARATION AND SUBMISSION OF MONTHLY
DISBURSEMENT REPORTS**

1. REFERENCES

- A. Government Accounting Manual Volume 1;
- B. BIR Revenue Regulations No. 7-2024 dated 22 March 2024;
- C. Republic Act No. 9993, also known as “The Philippine Coast Guard (PCG) Law of 2009” and its Implementing Rules and Regulations (IRR);
- D. NHQ-PCG SOP No. 14-20, entitled “Guidelines on the Decentralization and Devolution of Budget, Accounting and Disbursement System to Coast Guard Districts” dated 04 December 2020;
- E. NHQ-PCG/CG-6 SOP No. 13-21, entitled “Revised List of Documentary Requirements for the PCG Transactions” dated 12 August 2024;
- F. HCGFS SOP No. 004, entitled “Processing and Reporting of PCG Remittances” dated 12 April 2024.

2. PURPOSE

This Standing Operating Procedure (SOP) prescribes the guidelines on the preparation and submission of CGFS monthly disbursement reports.

3. SCOPE

This SOP covers all reports from Coast Guard Finance Service (CGFS) to Coast Guard Accounting Service Office (CGASO) and Commission on Audit (COA) such as Report of Advice to Debit Account Issued (RADAI), Report of Checks Issued (RCI) and Report of Accountability for Accountable Forms (RAAF).



4. OBJECTIVES

This SOP provides the guidelines and step-by-step procedure on the preparation and submission of monthly disbursement reports to CGASO and COA.

5. DEFINITION OF TERMS

For the purpose of this SOP, the following terms are defined:

- A. **Abstract Section, Management Branch** – is responsible for timely preparation of monthly report to Coast Guard Accounting Service Office.
- B. **Advised of Check Issued and Cancelled (ACIC)** – refers to a report prepared and generated from online and manual platforms of the LBP and submitted to the same at least daily by an agency/entity. This report enables the payees to in-cash/negotiate the issued checks.
- C. **Advice to Debit Account (ADA)** – refers to an authorization issued by the NGA/OU appearing in the lower portion of the List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA). It serves as an instruction to the Modified Disbursement System, Government Servicing Banks (MDS-GSBs) to debit a specified amount from its available NCA balance under regular MDS sub-account for payment of creditors/payees through the Expanded Modified Direct Payment Scheme (ExMDPS).
- D. **Coast Guard Accounting Service Office (CGASO)** – Office responsible for the timely and accurate submission of financial reports to the Commission on Audit (COA).
- E. **Commission on Audit (COA)** – is an independent constitutional commission established by the Constitution of the Philippines. It has the primary function to examine, audit and settle all accounts and expenditures of the funds and properties of the Philippine government.
- F. **Disbursements** – constitute all cash paid out during a given period through cash, MDS checks or ADA. It may also mean the settlement of government payables/obligations and shall be covered by DV/Petty Cash Voucher (PCV)/Payroll.
- G. **Disbursement Voucher (DV)** – is a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. It shall be prepared by the requesting office/unit.

- H. **List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)** – refers to an accountable form integrating the Advice to Debit Account (ADA) with the LDDAP, which is a list reflecting the names of creditors/payees to be paid by the NGA/OU and the corresponding amounts of the unpaid claims, duly certified and approved by the Heads of the accounting unit and the agency, or authorized officials.
- I. **Management Branch** – responsible for the accurate and timely processing of all disbursement documents such as DV, LDDAP-ADA, MDS Check and ACIC through the Land Bank of the Philippines.
- J. **MDS Section** – under Management Branch, CGFSU-Port Area which is responsible for the accurate and timely preparation and processing of ACIC through the Land Bank of the Philippines.
- K. **Modified Disbursement System (MDS)** – refers to the disbursement facility to settle payables through the issuance of checks and/or direct credit to bank accounts, chargeable against the account of the Treasurer of the Philippines maintained with government servicing banks.
- L. **Modified Disbursement System (MDS) Check** – refers to a check issued by government agencies chargeable against the account of the Treasurer of the Philippines, which is maintained with different MDS AGDBs. MDS checks are covered by NCA.
- M. **Report of Accountability for Accountable Forms (RAAF)** – used by each Accountable Officer to report the result of the physical count of all accountable forms, with or without face value such as checks, stamps, official receipts, LDDAP-ADA, etc., in his/her custody. It shall be prepared monthly and by fund clusters.
- N. **Report of Advice to Debit Account Issued (RADAI)** – this report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through ADA. It shall include cancelled ADA and be maintained by fund cluster.
- O. **Report of Checks Issued (RCI)** – this report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursement made through checks. It shall include cancelled checks and be maintained by fund cluster.



6. POLICIES

- A. Based on the PCG transactions, hereunder are the types of claims with its reference for the monthly disbursement reports:

Transactions	Types of Claims	Reference
RADAI Transactions	<ul style="list-style-type: none"> • Procurement • Mandatory Expenses for Electricity • Mandatory Expenses for Rentals • Payroll 	Refer to NHQ-PCG/CG-6 SOP Nr 13-21, Revised List of Documentary Requirements for the Philippine Coast Guard Transactions
RCI Transactions	<ul style="list-style-type: none"> • Retirement Claims (Lumpsum and Commutation of Unused Leave) • Posthumous Separation/Retirement Claims • Supplier Claims 	

- B. Supporting documents of the processed DVs with their corresponding ACIC and necessary reports (RADAI/RCI) must be complete and accurate before being transmitted to CGASO.
- C. RCI/RADAI shall be prepared daily and the monthly disbursement reports shall be submitted to CGASO not later than 5th day of the following month.
- D. Original copy of RAAF must be submitted to CGASO and COA not later than 5th day of the following month.
- E. Preparation and submission of Disbursement Reports and RAAF shall be in accordance with existing laws, rules and regulations.

7. PROCEDURES

(Annex A, Disbursement Report)

- A. Abstract Section personnel shall receive the paid DV with complete attachments from MDS Section personnel.
- B. Abstract Section personnel shall encode the ACIC number on the RADAI/RCI.
- C. Abstract Section personnel shall check and arrange the DV according to the ACIC number and stamp "**PAID**" on every attachment.
- D. Abstract Section personnel shall scan the DVs and its supporting documents for archiving and future reference.



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- E. Abstract Section personnel shall file and label all the DVs and supporting documents in an arch file accordingly.
- F. Abstract Section personnel shall finalize and print the RADAI/RCI.
- G. Commander, CGFS shall sign the RADAI while the POIC, Management Branch/CMAA shall sign the RCI.
- H. Abstract Section personnel shall prepare the transmittal letter and photocopy of the ACIC, LDDAP-ADA and RADAI/RCI of all the disbursement documents before submission to CGASO.
- I. Abstract Section personnel shall file the receiving copies of monthly disbursement reports for future reference.

(Annex B, RAAF)

- A. MDS Section personnel shall verify the MDS check number series (Ending Balance) from the report of the previous month that will be carried over as the "Beginning Balance" for the current month's report.
- B. MDS Section personnel shall input the total procured MDS check in "Receipt" column of the RAAF to include the check numbers of the MDS checks.
- C. MDS Section personnel shall count the number of issued MDS checks of the month, then enter the total number on the "Issued" column of the RAAF to include its check numbers.
- D. MDS Section personnel and CO/Ex-O/Management Branch shall double check the entries in the report and print 3 copies of RAAF for each of the following accounts:
 - i. 2028-9010-73 "Regular"
 - ii. 2028-9010-81 "Accounts Payable"
 - iii. 2028-9011-11 "Trust"
- E. Commander/Deputy Commander, CGFS shall sign the printed copies of RAAF for each account.
- F. MDS Section personnel shall submit the signed RAAF to CGASO and COA.
- G. MDS Section personnel shall file the receiving copies of monthly RAAF for future reference.

8. RESPONSIBILITIES

A. Commander, CGFS

Shall be the authorized signatory of the RADAI and RAAF.

B. Deputy Commander, CGFS

Shall be the authorized signatory of the RAAF in the absence of C, CGFS.

C. Commanding Officer, CGFSU

- i. Shall check and initial the prepared RAAF.
- ii. Sign the RAAF in the absence of C, CGFS.

D. MDS Section Encoder, Management Branch, CGFSU

- i. Shall submit the paid DV with complete attachments to Abstract Section.
- ii. Shall prepare the RAAF.
- iii. Shall submit the signed RAAF to CGASO and COA.

E. POIC, Management Branch, CGFSU

Shall be the authorized signatory on the RCI.

F. Abstract Section, Management Branch, CGFSU

- i. Shall receive the complete documentary requirements/attachments from the MDS/Teller Section;
- ii. Shall encode the ACIC number on RADAI/RCI;
- iii. Shall arrange the DV according to the ACIC number and stamp "PAID" on every attachment;
- iv. Shall scan the DVs and its supporting documents;
- v. Shall file and label all DVs and supporting documents in an archive file;
- vi. Shall prepare the transmittal letter and photocopy of the ACIC, LDDAP-ADA and RADAI/RCI that will serve as a receiving copy;
- vii. Shall submit all the disbursement documents (ACIC, LDDAP-ADA, DV with complete attachments) to CGASO; and
- viii. Shall be responsible for the record keeping of all the receiving copies of monthly disbursement reports (both soft and hard copy).



9. RESCISSION CLAUSE

All circulars, policies and provisions of existing regulations that are inconsistent with the provisions of this SOP are hereby amended or rescinded as the case may be.

10. EFFECTIVITY

This SOP shall take effect fifteen (15) days after publication.

BY COMMAND OF VADM PUNZALAN JR PCG:

OFFICIAL:

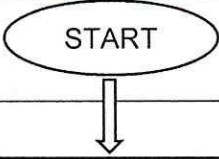

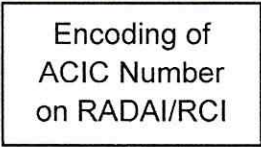




HOSTILLO ARTURO E CORNELIO
RADM PCG
Chief of Coast Guard Staff


JAYSIEBELL B FERRER
CDR PCG
Coast Guard Adjutant

Annex A – Guidelines on the preparation and submission of Monthly Disbursement Reports
B – Guidelines on the preparation and submission of Monthly Disbursement Reports; (RAAF)

Annex A

Guidelines on the preparation and submission of Monthly Disbursement Reports

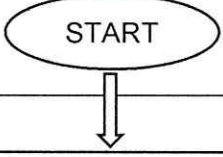
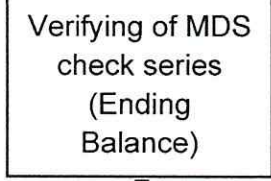
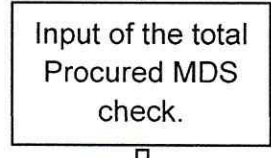
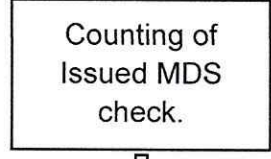
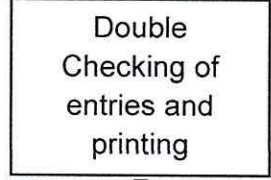
ACTIVITY	PERSON/ Branch RESPONSIBLE	DETAILS/FUNCTIONS	INTERFACE
			
	- Abstract Section Personnel	- Shall receive the paid DV with complete attachments from MDS Section Personnel.	- ACIC (received from LBP) - LDDAP-ADA/MDS Check - Paid DV with its Supporting Documents
	- Abstract Section Personnel	- Shall encode the ACIC Number on RADAI/RCI.	- ACIC - RADAI/RCI (initial details) - LDDAP-ADA/MDS Check
	- Abstract Section Personnel	- Shall check and arrange the DV according to the ACIC Number and stamp "PAID" to every attachment.	- ACIC - RADAI/RCI (initial details) - LDDAP-ADA/MDS Check
	- Abstract Section Clerk	- Shall properly scan the DV's and its supporting documents.	- Paid DV with its Supporting Documents
	- Abstract Section Clerk	- Section shall file and label all the DV and supporting documents in an arch file accordingly.	- Paid DV with its Supporting Documents
			



<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Finalization and Printing of RADAI/RCI</div> <p style="text-align: center;">↓</p>	<p>- Abstract Section Personnel</p>	<p>- Shall finalize and print the RADAI/RCI.</p>	<p>- RADAI/RCI - ACIC - LDDAP-ADA - Dummy Check (if MDS Check) - Paid DV with its Supporting Documents - Official Receipt (if any)</p>
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Signing of RADAI/RCI</div> <p style="text-align: center;">↓</p>	<p>- Commander, CGFS, - POIC, Management Branch</p>	<p>- Commander, CGFS shall sign the RADAI - POIC, Management Branch shall sign the RCI.</p>	<p>- RADAI/RCI</p>
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Preparation of Transmittal Letter, photocopying of ACIC, LDDAP-ADA, and RADAI/RCI (serves as receiving copy)</div> <p style="text-align: center;">↓</p>	<p>- Abstract Section Personnel</p>	<p>- Shall prepare the transmittal letter and photocopy the ACIC, LDDAP-ADA, and RADAI/RCI of all the disbursement documents before submission to CGASO.</p>	<p>- ACIC - LDDAP-ADA - RADAI/RCI</p>
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">Submission to CGASO</div> <p style="text-align: center;">↓</p>	<p>- Abstract Section Personnel</p>	<p>- Shall File the receiving copies of monthly disbursement reports for the future reference.</p>	<p>- Compiled in an arch file:</p> <ul style="list-style-type: none"> • Labels, RADAI, LDDAP-ADA, DV and SDs • Labels, RCI, Dummy Check, DV and SDs
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 50%; width: 40px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">END</div>			

Annex B

Guidelines on the preparation and submission of Monthly Disbursement Reports (RAAF)

ACTIVITY	PERSON/ Branch RESPONSIBLE	DETAILS/FUNCTIONS	INTERFACE
			
	- MDS Section Personnel	- Shall verify the MDS check series (Ending Balance) from the report of the previous month that will be carried over as the "Beginning Balance" for the current Month's report.	- RAAF
	- MDS Section Personnel	- Shall input the total procured MDS check in "Receipt" column of the RAAF to include the Serial Numbers of the MDS checks.	- RAAF
	- MDS Section Personnel	- Shall count the number of issued MDS check of the month, then enter the total number on the "Issued" column of the RAAF to include the Serial Numbers of the MDS Check.	- RAAF
	- MDS Section Personnel - CO/Ex-O/Management Branch, CGFSU	- Shall double check the entries of the report and print 3 copies of RAAF for each of the following accounts: <ul style="list-style-type: none"> • 2028-9010-73 "Regular" • 2028-9010-81 "Accounts Payable" • 2028-9011-11 "Trust" 	- RAAF



<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Signing of Printed copies of RAAF</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> - Commander/ Deputy Commander, CGFS - CO/Ex- O/Management Branch, CGFSU 	<ul style="list-style-type: none"> - Commander/ Deputy Commander, CGFS shall sign the printed copies of RAAF for each account. 	<ul style="list-style-type: none"> - RAAF
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Submission of RAAF</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> - MDS Section Personnel 	<ul style="list-style-type: none"> - Shall submit the signed RAAF to CGASO and COA. 	<ul style="list-style-type: none"> - RAAF
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin: 0 auto; width: 80%;"> <p style="text-align: center;">Filling of receiving copies</p> </div> <p style="text-align: center;">↓</p>	<ul style="list-style-type: none"> - MDS Section Personnel 	<ul style="list-style-type: none"> - Shall file the receiving copies of monthly RAAF for future reference. 	<ul style="list-style-type: none"> - RAAF
<p style="text-align: center;">↓</p> <div style="border: 1px solid black; border-radius: 50%; padding: 10px; margin: 0 auto; width: 60%;"> <p style="text-align: center;">END</p> </div>			