



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
OFFICE OF THE SECRETARY
Manila



07 AUGUST 1998

DEPARTMENT ORDER

No. 105
Series of 1998 *for 17/98*


SUBJECT: Prioritization in the Payment of Pending Claims.

In line with the provisions of NBC No. 457 dated December 26, 1996 and in order to maximize the utilization of cash, all Undersecretaries, Assistant Secretaries, Regional Directors, District Engineers, Fiscal Controllers, Accountants, Cashiers and others concerned are enjoined to follow the guidelines enumerated hereunder in the payment of pending claims:

1. Payment of claims shall be made only to claimants with approved vouchers included in the list submitted by the Central, Regional and District Offices to the Department of Budget and Management.
2. Central, Regional and District Offices shall submit updated list of pending claims as of the 15th day of the month, (due on or before the 20th day) and as of the 30th day of the month, (due on or before the 5th day of the following month).
3. Projects shall be paid on a pro-rata basis using the first-in-first-out method and the following guidelines:
 - a) District Offices
P200,000 and below - full payment
above P200,000 - P200,000 plus proportionate share of the balance
 - b) Regional Offices
P400,000 and below - full payment
above P400,000 - P400,000 plus proportionate share of the balance
 - c) Central Office
P1,000,000 and below - full payment
above P1,000,000 - P1,000,000, plus proportionate share of the balance
4. NCAs issued for Special Projects shall be used exclusively for the same project (example: Centennial Projects, Calamity funds, schoolbuildings, etc.).

Any payment to be made inconsistent with this prioritization shall be subject for approval by the Office of the Secretary.

For strict and immediate compliance.



GREGORIO R. VIGILAR
Secretary