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Republic of the Philippines
Autonomous Region in Muslim Mindanao
REGIONAL LEGISLATIVE ASSEMBLY
Cotabato City

FIFTH ASSEMBLY
(First Regular Session)

PROPOSED RESOLUTION NO. ____

**RESOLUTION PROMULGATING THE MANUAL OF OPERATIONS OF THE
SECRETARIAT OF THE REGIONAL ASSEMBLY OF THE AUTONOMOUS REGION
IN MUSLIM MINDANAO.**

*RESOLVED, by the Regional Assembly, as it is hereby resolved, to
promulgate the Manual of Operations of the Secretariat of the
Regional Assembly of the Autonomous Region in Muslim Mindanao:*

TITLE I

GENERAL PROVISIONS

Section 1. The legislative power of the autonomous government is vested in the Regional Assembly except to the extent that it is reserved to the people by provisions on initiative and referendum as provided by law. The Autonomous Region is governed and administered in accordance with the Organic Act and the laws enacted by the Regional Assembly.

Section 2. The Speaker is the Chief Executive Officer of the Regional Assembly.

Section 3. Elected by the Assembly, the Secretary of the Regional Assembly is the chief executive administrator of the Secretariat of the Assembly, in addition to the powers and functions vested in him in the Rules. He supervises the elected officers of the Assembly and controls and coordinates the operation of the Secretariat in providing legislative operations support, and finance and administrative services.

Section 4. The Director III for Legislative Operations Service shall supervise, coordinate and control the Reference and Research, Plenary Affairs, Committee Affairs, and Editorial and Publication Divisions.

Section 5. The Director III for Administrative and Finance Service shall supervise, coordinate and control the Human Resource Management and Development, Management Audit and Analyst, Budget, Accounting and General Administrative Divisions.

Section 6. The Legal Division is tasked to give support to the Members of the Regional Assembly in the preparation of bills/resolutions, provide legal advice, counseling and consultation assistance to all officials and employees concerning legality of decisions/actions and/or affairs of the Assembly.

Section 7. The Reference and Research Division is tasked to provide legislative counseling, do research work, prepare accomplishment reports, maintain reference materials, provide library services and archiving, and support the Members of the Assembly by drafting bills and/or resolutions as may be necessary.

Section 8. The Plenary Affairs Division is tasked primarily to provide support in the filing and indexing of bills/resolutions, reproduction of bills/resolutions and their attachments, preparation of Order of Business, and recording and documentation of the plenary proceedings of the Assembly.

Section 9. The Committee Affairs Division is tasked with providing legislative support services in the committee processing of bills/resolutions and the documentation of committee proceedings of the Assembly.

Section 10. The Editorial and Publication Division is tasked to prepare the journal, edit the transcripts of proceedings of every session, prepare informational releases, conduct press conference, and cause the publication of the enactments and other activities of the Regional Assembly.

Section 11. The Human Resource Management and Development Division administers the recruitment and selection, evaluation and selection of personnel for trainings,

seminars and study grants either domestic or abroad, evaluation and monitoring of employee performance, develop training programs for personnel who are competent but require development, and personnel morale promotion.

Section 12. The Management and Audit Analyst Division installs, implements and monitors an adequate system of internal control under such guidelines prescribed by the Commission on Audit.

Section 13. The Budget Division shall provide technical staff support in matters related to the preparation of the budget proposals. The Budget also allocates the fiscal resources of the Regional Assembly.

Section 14. The Accounting Division produces information concerning present fiscal operations and conditions of the Regional Assembly, provides control of the acts of the officers in the receipt, disposition of funds and property, and reports on the financial position and results of the operation of the agency, for the information of all persons concerned. The Cash Section is tasked with preparing checks and disbursing payments of the Assembly.

Section 15. The General Administrative Division provides logistical, maintenance and utility services of the Assembly.

Section 16. The Medical Section provides appropriate medical and professional health services to all employees of the RLA.

TITLE II

LEGISLATIVE OPERATIONS SUPPORT SERVICE

CHAPTER I

LEGISLATIVE MEASURE PREPARATION

Section 17. The Clerk III of the Reference and Research Division receives and records request (RRD Form No. 001) from a proponent Member of the Assembly and submits request to the Legislative Staff Officer VI, who shall assign the request to any of the Legislative Staff Officer III, IV or V.

Section 18. The assigned Legislative Staff Officer III, IV or V determines legislative purpose and completeness of required documents. Should some of the statutory documentary requirements are lacking, the assigned Legislative Staff Officer shall so advise the Legislative Staff Officer VI who shall then inform, in writing, the proponent. The Clerk III then records and sends the advice to the proponent.

Section 19. The proponent shall submit the lacking documentary requirements to the Clerk III who shall forward the submitted requirements to Legislative Staff Officer VI. The latter shall forward the submitted requirements to the assigned Legislative Staff Officer, who shall determine the sufficiency of the compliance.

Section 20. After the determination of the sufficiency and completeness of the statutory documentary requirements, the assigned Legislative Staff Officer shall proceed in the conduct of research, and then prepare and forward to the Legislative Staff Officer VI a draft bill or resolution.

Section 21. The Legislative Staff Officer VI shall review the substance and form of bill or resolution. The Legislative Staff Officer VI may advise the assigned Legislative Staff Officer some enhancements and corrections.

Section 22. The Clerk III shall forward to the proponent the draft bill or resolution.

CHAPTER II

LEGISLATIVE COUNSELING

Section 23. The Clerk III of the Reference and Research Division receives records and submits to Legislative Staff Officer VI request (RRD Form No. 002) for legislative

counseling from Assemblymen. The Legislative Staff Officer VI shall assign the request to any of the Legislative Staff Officer III, IV or V of the Division.

Section 24. The Legislative Staff Officer VI shall advise the requesting party as to the date, time and venue of a counseling conference no later than five (5) days prior to the date set.

Section 25. The counseling conference shall be participated by the Legislative Staff Officer VI, the assigned Legislative Staff Officer, the requesting party and such members of the staff of the latter. The counseling session shall consider the following:

- a. relevance, feasibility, viability of a prospective legislative measure;
- b. the conduct, scope and manner of preliminary research and consultations necessary;
- c. the fiscal, technical, logistical and other requirements;
- d. the manner of approaching the presentation to the Assembly;
and
- e. such other matters as the Legislative Staff Officer VI and the requesting party may deem necessary to include in the discussion.

Section 26. The scope of the conference shall be included in the advice for conference. The requesting party may inform

the Legislative Staff Officer VI of such other matters that may be included in the discussion no later than three (3) days prior to the conference.

Section 27. The assigned Legislative Staff Officer III, IV or V shall document and render a report on the conference, including his/her recommendations thereto to the Legislative Staff Officer VI, who shall then review the same. The Legislative Staff Officer VI may advise the assigned Legislative Staff Officer of some enhancements and corrections.

Section 28. The Clerk III shall record, file and forward to the requesting party the report.

CHAPTER III

LEGISLATIVE MEASURE RESEARCH

Section 29. The Clerk III receives, records, files and forwards to Legislative Staff Officer VI request (RRD Form No. 003) from Members of the Assembly. The Legislative Staff Officer VI assigns the request to any of the Legislative Staff Officer III, IV or V who shall conduct the research, prepare and submit a report thereon to the Legislative Staff Officer VI.

Section 30. The Legislative Staff Officer VI may advise the assigned Legislative Staff Officer of some enhancements and corrections.

Section 31. The Clerk III shall record, file and forward to the requesting party the research report.

CHAPTER IV

COMPILATION OF LEGISLATIVE RECORDS

Section 32. The Clerk III of the Plenary Affairs Division shall provide the Clerk III of the Reference and Research Division digital and paper copies of all proposed and approved bills and resolutions, no later than three (3) days following its submission to the Division.

Section 33. The Clerk III of the Committee Affairs Division shall provide the Clerk III of the Reference and Research Division digital and paper copies of all committee reports, no later than three (3) days following its submission to the Division.

Section 34. The Clerk III of the Editorial and Publication Division shall provide the Clerk III of the Reference and Research Division digital and paper copies of all Journals and Records upon their completion.

Section 35. The Clerk III of the Reference and Research Division shall maintain a catalogue and compilation of all paper copies of proposed and approved bills and resolutions, committee reports, drafted bills and resolutions, legislative researches, counseling reports, Journals and Records.

Section 36. The Computer Operator of the Reference and Research Division shall maintain a catalogue and compilation of all digital copies of proposed and approved bills and resolutions, committee reports, drafted bills and resolutions, legislative researches, counseling reports, Journals and Records, as well as statistics of the Autonomous Region in Muslim Mindanao.

CHAPTER V

LIBRARY AND REFERENCE SERVICES

Section 37. The Librarian II of the Reference and Research Division shall maintain a catalogue and compilation of all paper and digital copies of proposed and approved bills and resolutions, committee reports, drafted bills and resolutions, legislative researches, counseling reports, Journals and Records, and other reference materials in paper, digital, audio or visual medium.

Section 38. The borrower of books, audio-visual materials and any other library materials shall fill and submit library access request form to the Library Aide who shall refer the request to the Librarian.

Section 39. The Librarian II shall verify and review the request form and validate the Borrower's Identification Card.

Section 40. The Library Aide shall locate the materials requested and deliver to the borrower upon the approval of the Librarian II. The Library Aide shall record and release the borrowed materials subject to the conditions of use as may be stipulated by the Librarian II.

Section 41. The borrowed materials shall be returned and surrendered to the Library Aide in such condition as earlier required by the Librarian II. The Library Aide shall return the borrower's identification card upon satisfaction that the materials are in good condition, complying with other requirements as the Librarian may have imposed.

Section 42. Failure to return the materials on time or such condition as imposed by the Librarian may subject the borrower to the reparation of the acquisition value or the cost of replacement, whichever is higher.

CHAPTER VI

PREPARATION OF THE ORDER OF BUSINESS

Section 43. Any Member of the Regional Assembly may file with the Secretary of the Regional Assembly bills and proposed resolutions in four (4) paper copies and one (1) digital copy. The Secretary of the Regional Assembly shall then forward the same to the Plenary Affairs Division.

Section 44. The Clerk III of the Plenary Affairs Division shall receive the bills and proposed resolutions, and records date, time and name of proponent, and shall transmit said documents to Legislative Staff Officer II. The Legislative Staff Officer II shall receive and assign number to bills and proposed resolutions, and shall forward to Legislative Staff Officer IV copies of numbered bills and resolutions.

Section 45. The Legislative Staff Officer IV shall prepare a draft Order of Business and forward the same to Legislative Staff Officer VI. The Legislative Staff Officer VI shall forward the same to the Secretary of the Regional Assembly.

Section 46. The Secretary of the Regional Assembly shall forward the draft Order of Business to the Chairman of the Committee on Rules.

Section 47. The Chairman of the Committee on Rules shall furnish the Plenary Affairs Division a copy of the final Order of Business. The Clerk III of the Plenary Affairs Division shall receive the Order of Business and record the date and time of receipt thereof.

Section 48. The Legislative Staff Officer VI shall determine the documents that should be included in the Order of Business, and direct the Legislative Staff Officer II to cause the reproduction of the Order of Business and such documents necessary thereto in such number as may be

necessary. The Legislative Staff Officer IV shall distribute the Order of Business and its attachments.

CHAPTER VII

PREPARATION OF THE JOURNAL

Section 49. The Stenographic Reporter III of the Plenary Affairs Division shall:

- a. Attend sessions of the Assembly on their respective assigned dates;
- b. Record the verbatim proceedings of the session through shorthand and use of cassette tape recorder;
- c. Prepare a certified verbatim Transcript of the Record of the Session; and
- d. Print copies of Transcript of Record of Session.

Section 50. The Stenographic Reporter III shall furnish a copy of the Transcript of Record to the Legislative Staff Officer III who shall proofread the same for typographical errors.

Section 51. The Legislative Staff Officer IV shall consolidate the transcripts in their chronological order and forward the same to the Legislative Staff Officer VI. The Legislative Staff Officer VI shall cause the delivery of the said transcript to the Editorial and Publication Division.

Section 52. The Clerk III of the Plenary Affairs Division shall record, file and forward to the Editorial and Publication Division two (2) paper copies and one (1) digital copy of the transcript. The Clerk III of the Editorial and Publication Division shall record, file and forward the transcript to the Legislative Staff Officer VI who shall assign any of the Legislative Staff Officer III, IV and V to prepare a draft of the Journal.

Section 53. The assigned Legislative Staff Officer shall submit the draft Journal to Legislative Staff Officer VI for review. The Legislative Staff Officer VI shall forward to the Clerk III for Stenciling and delivery to the Duplicating Machine Operator for reproduction.

Section 54. The Legislative Staff Officer VI shall direct the Clerk III to deliver the reproduced Journal to the Plenary Affairs Division for inclusion in the Order of Business.

Section 55. The Legislative Staff Officer VI of Editorial and Publication Division shall cause the monthly binding and publication of the Journal and Records of the Assembly.

CHAPTER VIII

COMMITTEE REFERRAL OF LEGISLATIVE ACTION

Section 56. Pursuant to the order of the Presiding Officer in session, the Legislative Staff Officer VI of the Plenary Affairs

Division shall direct the Clerk III to prepare a Committee Referral Transmittal with the corresponding documents attached thereto. After finding sufficiency in form, substance and attached documents, the Legislative Staff Officer VI shall direct the Clerk III to forward the same to the Secretary of the Regional Assembly.

Section 57. The Clerk III of Committee Affairs Division shall receive from the Office of the Secretary of the Regional Assembly transmittals of referrals, and shall record the receipt and forward a copy of the same to the Legislative Staff Officer VI who shall direct the Clerk III to deliver the Committee Referral Transmittal with the corresponding documents attached thereto to the appropriate Committee Secretary.

Section 58. The appropriate Committee Secretary shall deliver to the Secretary of the Regional Assembly the committee report.

CHAPTER IX

PRINTING AND TRANSMITTAL OF ADOPTED BILLS AND RESOLUTIONS

Section 59. The Office of the Secretary of the Regional Assembly shall forward Committee Reports to the Plenary

Affairs Division. The Clerk III shall record, file and forward the Committee Report to the Legislative Staff Officer VI who shall cause the inclusion thereof in the draft Order of Business.

Section 60. Immediately following the approval of bills on third reading or the adoption of proposed resolutions, the Legislative Staff Officer VI of the Plenary Affairs Division shall direct Legislative Staff Officer III to prepare and print five (5) final copies and their letters of transmittal.

Section 61. After finding sufficiency in form and substance, the Legislative Staff Officer VI shall direct the Clerk III to deliver the same to the office of the Secretary of the Regional Assembly.

TITLE III

ADMINISTRATIVE SUPPORT SERVICES

CHAPTER I

LOGISTICS MANAGEMENT

Section 62. The Buyer II of Supply Section of the Administrative Division receives approved Request & Issue Slip (RIS) of various requisitioning offices, from the Office of the Speaker, and records the receipt and forward a copy thereof to the Supply Officer who shall review the same and

consolidates monthly into a consolidated Request & Issue Slip (RIS)

Section 63. If the total amount of procurement is less than **TWO HUNDRED FIFTY THOUSAND PESOS (P250,000.00)**, the Buyer II shall prepare the canvass form for the review and signature of the Supply Officer. The Buyer II delivers canvass for price quotations to the accredited suppliers. After the lapse of three (3) working days following the deadline of the submission of canvass forms by the suppliers, the Supply Officer administers the opening of canvass by the Bids & Award Committee composed of members as provided by law and designated by the Speaker.

Section 64. The Buyer II prepares Abstract of Bids & Purchase Order for the approval of the Bids & Award Committee.

Section 65. The Supply Officer shall direct the Buyer II for the preparation of the advice of award directing the contract awardee the delivery of the procurement. The Buyer II shall record the release of advice and deliver the same to the awardee.

Section 66. The Supply Officer shall transmit a Request for Inspection of delivered supplies and materials to the representatives of the resident Auditor (COA) and Management Audit Analyst Division (MAA).

Section 67. The Supply Officer shall thereafter coordinate the conduct of inspection with the duly authorized representatives of the resident Auditor from the Commission on Audit (COA) and Management Audit Analyst Division (MAA). The Buyer II will facilitate the completion of the Inspection Report and Acceptance Report. The Inspection Report shall be approved by Management Audit Analyst Division (MAA). The Acceptance Report shall be approved by the Supply Officer.

Section 68. The Buyer II shall prepare the disbursement voucher for payments of delivered office supplies and materials, with the appropriate documents attached thereto. The Supply Officer reviews the disbursement voucher with attachments. The Buyer II shall record the disbursement voucher with attachments, files a copy thereof and forwards the same to the Management Audit Analyst Division (MAA).

Section 69. The Supply Officer shall direct Buyer II to turnover the delivered purchased office supplies & materials to the Storekeeper.

Section 70. The Storekeeper II receives stores, and releases office equipment, supplies & materials. The Supply Office shall prepare a schedule of allocation of equipment, supplies and materials and cause the Storekeeper to distribute equipment, supplies and materials. The Storekeeper prepares

the individual Memorandum Receipt of equipment, supplies and materials for the issuance of the Supply Officer.

Section 71. The Storekeeper II shall record the Memorandum Receipt of equipment, supplies and materials, files the original copy thereof and delivers the same with the respective equipment, supplies and materials to their recipient.

Section 72. Every 5th day of June and December, the Storekeeper shall prepare for the approval of the Supply Officer a Memorandum of Equipment Inventory apprising individual possessor of office furniture, fixtures, equipment and other non-perishable and semi-perishable properties of the Assembly.

Section 73. Not later than the 20th of June and December, the Supply Officer shall conduct ocular inspection of the office furniture, fixtures, equipment and other non-perishable and semi-perishable properties of the Assembly with the presence of the duly authorized representative of the resident Auditor from the Commission on Audit (COA).

Section 74. The Storekeeper shall prepare an office-based and consolidated physical inventory report of the office furniture, fixtures, equipment and other non-perishable and semi-perishable properties of the Assembly for the review and concurrence of the Supply Officer. The Supply Officer

shall furnish the various offices of their respective office-based physical inventory reports and the consolidated report to the Speaker with copies furnished to the resident Auditor from the Commission on Audit (COA), the Secretary General of the Regional Assembly , the Director for Administrative and Finance, and the Chief of the Administrative Division.

CHAPTER II

PERSONNEL SERVICES SUPPORT OPERATIONS

Section 75. The Human Resource Management Assistant of the Human Resource Management and Development Division receives, records, files and submits to Human Resource Management Officer V requests for leave credits or employment certification and service records.

Section 76. The Human Resource Management Officer V shall direct the Human Resource Management Officer I to prepare the records or certifications for the review and approval of the Human Resource Management Officer V.

Section 77. The Human Resource Management Assistant shall record, file and forward to the requesting party the records or certifications.

Section 78. The Human Resource Management Assistant of the Human Resource Management and Development Division receives, records, files and submits to Human

Resource Management Officer V requests of Members of the Assembly for the termination or replacement of the members of their staff. The request for staff replacement shall be accompanied by their Personal Data Sheet.

Section 79. The Human Resource Management Officer V shall direct the Human Resource Management Officer I to prepare the Contracts of Service for the review of the Human Resource Management Officer V.

Section 80. The Human Resource Management Assistant shall record, file and forward the draft Contracts of Service to the Office of the Speaker.

Section 81. The Human Resource Management Assistant of the Human Resource Management and Development Division receives, records, files and forwards to the concerned Members of the Assembly the Contracts of Service.

Section 82. The Human Resource Management Assistant of the Human Resource Management and Development Division receives, records, files and forwards to the Human Resource Management Officer I the duly completed appointment of Plantilla Personnel.

Section 83. The Human Resource Management Officer I shall prepare the disbursement vouchers for the payment of initial salary including, but not limited to, the following documents:

- i. Appointment
- ii. Oath of Office
- iii. Certification of Assumption to Duty
- iv. Daily Time Record for the previous month
- v. Assets and Liabilities

Section 84. The Human Resource Management Officer V shall review the authenticity and sufficiency of the vouchers and supporting documents and transmit the same to the HRM Assistant who shall record, file and forward the same to the Management Audit and Analyst Division.

Section 85. The Human Resource Management Assistant shall prepare the payroll for salaries, honoraria, and representation and travel allowances, including the disbursing voucher therefore and forward the same to the Human Resource Management Officer V for review and signature. The Human Resource Management Assistant shall record, file and forward the same to the Management Audit and Analyst Division.

CHAPTER III

MANAGEMENT AUDIT OPERATIONS

Section 86. The Clerk III of the Management Audit and Analyst Division receives records and submits to Management Audit and Analyst V request for Inspection.

Section 87. The Management Audit and Analyst V shall direct the Management and Audit Analyst I to participate in the inspection of the delivered procured supplies and materials.

Section 88. The Clerk III of the Management Audit and Analyst Division receives from the Supply Section records of the inspection. The Management Audit and Analyst V shall review and sign the report and shall cause the submission of the same to the Supply Officer III.

Section 89. The Clerk III of the MAA Division shall record, file and deliver to the Supply Section the Inspection Report.

Section 90. The Clerk III of the Management Audit and Analyst Division receives from the Human Resource Management and Development Division the first salary payment disbursement voucher with the necessary attached documents, records the receipt including the attachments thereto, and forward the same to the Management Audit and Analyst V.

Section 91. The Management and Audit Assistant shall review the vouchers as to the completeness of the documents and proper personnel positions and salary computations.

Section 92. Management Audit and Analyst V reviews the voucher and the documents attached then place his initial on the disbursing voucher.

Section 93. The Clerk III shall record, file and deliver to the Budget Division the Disbursement Voucher and attached documents.

Section 94. The Clerk III of the Management Audit and Analyst Division receives from the Human Resource Management and Development Division the payroll records the receipt thereof, and forwards the same to the Management Audit and Analyst V.

Section 95. The Management and Audit Assistant shall review the payroll and its Disbursement Voucher on proper personnel positions and salary computations.

Section 96. MAA Chief reviews the payroll and its Disbursement Voucher and places his signature on the payroll and his initial on the disbursing voucher.

Section 97. The Clerk III shall record, file and deliver to the Budget Division the payroll and its voucher.

Section 98. The Clerk III of the Management Audit and Analyst Division receives from the Members of the Assembly reimbursement vouchers of their mandatory expenditures and forward the same to the Management Audit and Analyst V.

Section 99. The Management and Audit Analyst III shall review the vouchers as to correctness of preparation and completeness of the documents, and submits the same for

review to the Management Audit and Analyst V who shall cause the return of the incomplete vouchers by the Clerk III who shall record, file and deliver to the office of the concerned Member of the Assembly.

Section 100. The Management Audit and Analyst V shall place his initial on Disbursement Vouchers properly prepared with the necessary supporting documents.

Section 101. The Clerk III shall record, file and deliver the vouchers and their attached documents to the Budget Division.

CHAPTER IV

BUDGET SERVICES

Section 102. The Clerk III of the Budget Division receives records and submits to Budget Officer V budget proposal of different offices, sections, divisions and services.

Section 103. The Budget Officer I collate data to working papers and forward to Budget Officer II who shall prepare the draft budget proposal and forward the same to the Budget Officer V. The latter shall review, correct and make final draft of budget proposal, review and sign documents, cause the delivery of the same to the Office of the Director for Administration and Finance. The Clerk III shall record

and file the final draft before forwarding it to the Director for Administrative and Finance.

Section 104. The Secretary of the Regional Assembly to the Director for Administrative and Finance Service shall receive record and submit the final budget proposal for the perusal and endorsement of the Director for Administrative and Finance.

Section 105. The Secretary to the Director for Administrative and Finance Service shall record, file and forward the same to the Office of the Secretary of the Regional Assembly who shall forward the same to the Office of the Speaker.

Section 106. The Clerk III of the Budget Division shall receive from the Office of the Speaker and records and submits the final budget proposal to Budget Officer V. The Budget Officer shall cause the reproduction, binding of the final budget proposal and delivery of copies thereof to the Office of the Speaker, Office of the Assemblymen, Office of the Regional Governor, the Department of Budget and Management, the House of the Representatives, and the Senate of the Philippines.

Section 107. The Clerk III of the Budget Division receives from the Management Audit and Analyst Division and records, attaches the Obligation Slip Form and forwards the same to Budget Officer I.

Section 108. The Budget Officer I fill up obligation slip and register obligation to the Registry of Allotments and Obligations to Maintenance and Other Operating Expenses (RAOMO), if maintenance and other operating expenses and Registry of Allotments and Obligations Personal Services (RAOPS), if personnel services expenses.

Section 109. The Budget Officer V places his signature on the Obligation Slip.

Section 110. The Clerk III shall record, file and forward the obligation slip, voucher and payroll to the Accounting Division.

CHAPTER V

ACCOUNTING SERVICES

Section 111. Clerk III of the Accounting Division receives, records and submits to Bookkeeper copy of Notice of Cash Allocation from the Budget Division and Notice of Fund Transfer from Cash Section to prepare the Journal Entry Voucher and assign Journal Entry Voucher number.

Section 112. The Accountant III reviews the Journal Entry made by the Bookkeeper. The Chief Accountant shall sign the Journal Entry reviewed by the Accountant III. The Bookkeeper shall record the Journal Entry Voucher in the General Journal and post it to the ledger. The bookkeeper

shall also file a copy of the Notice of Cash Allocation and Notice of Fund Transfer.

Section 113. The Clerk III of the Accounting Division receives obligation slip, voucher and payroll and records, assigns numbers to Disbursement Voucher, and submits to the Chief Accountant

Section 114. Accountant III reviews the vouchers received from the Budget Division and determines the availability of funds and initials the Disbursement Vouchers.

Section 115. Bookkeeper posts the cash advances for salaries in the subsidiary ledger.

Section 116. The Chief Accountant reviews the obligation slip, voucher and payroll, and places his signature on the Disbursement Voucher.

Section 117. The Clerk III shall record, file and forward to the Office of the Speaker the obligation slip, voucher and payroll.

Section 118. The Clerk III receives, records and files paid disbursement vouchers, and reports of checks issued, signed payroll, Report of Disbursement of Cash Advances for Salaries from Cash Section and Liquidation of Cash Advance of Local Fund from Management and Audit Analyst Division.

Section 119. The Accounting Clerk prepares Journal Entry Voucher of the individual paid vouchers and Journal Entry

Voucher for the Liquidation of Cash Advance for Salaries and Local Fund and assigns Journal Entry Voucher Numbers. The Chief Accountant shall sign the Journal Entry Voucher. The Bookkeeper records the Journal Entry Voucher signed by the Chief Accountant in the Check and Cash Disbursement Journal.

Section 120. The Bookkeeper shall record the Journal Entry Voucher of Liquidation of Cash Advance for Salaries and Local Fund in the General Journal, post it to the subsidiary and General Ledger, and records the entry made in the Cash and Check Disbursement Journal and posts it to the General Ledger. The Accountant III prepares the monthly Trial Balance, Balance Sheet, Income Statement and Cash Flow Statement.

Section 121. The Chief Accountant shall review the monthly Trial Balance, Balance Sheet, Income Statement and Cash Flow Statement made by the Accountant III and sign it if there are no corrections. The Clerk III shall record, file and forward to the Resident Auditor the monthly Trial Balance, Balance Sheet, Income Statement, and Cash Flow Statement, Paid Disbursement Vouchers, Report of Disbursement of cash advance for salaries, signed payroll and liquidation report of Cash of Local Fund

Section 122. The Clerk III receives, records and submits to Accounting Clerk a copy of bank statement from the cash section. The Accounting Clerk shall prepare the bank reconciliation for the review of the Accountant III. The Chief Accountant shall sign the Bank Reconciliation for endorsement to the Resident Auditor. The Clerk III shall record, file and forward and submit the Bank reconciliation to the Office of the Resident Auditor.

Section 123. The Clerk III receives, records and submits request for certification of remittance to Accountant III who shall prepare the certification based on the index of payment of concerned employee. The Chief Accountant shall sign the certification of remittance. The Clerk III shall record, file, forward and release the certification.

Section 124. The Accounting Clerk prepares Electronic Remittance List of Premium Contribution and Loan Amortization to the GSIS, Summary List of HDMF Contribution and MPL Repayments, Summary List of Phil. Health Contribution, and Disbursement Vouchers for GSIS, HDMF and Phil. Health and assigns numbers.

Section 125. The Chief Accountant shall sign the Disbursement Journal and the Summary List. The Clerk III shall record, file and forward the Disbursement Vouchers to Office of the Speaker.

Section 126. Accountant III prepares the Pre-Closing and Post Closing Trial Balance, Balance Sheet, Income Statement, Statement of Government Equity, Cash Flow Statement, Schedule of Accounts Payable and Details of Accounts Payable, Notes to Financial Statements, Schedule of Fund Received. The Bookkeeper prepares the Schedule of Remittance to GSIS, HDMF and Phil. Health. Chief Accountant Reviews and sign the Financial Reports. The Clerk III shall record, file and forward the same to the Office of the Secretary of the Regional Assembly.

CHAPTER VI

DISBURSEMENTS

Section 127. The Clerk III of Cash Section shall receive the Disbursement Vouchers from the Office of the Speaker.

Section 128. The Disbursing Officer II shall prepare checks and checks advice for the approved Disbursement Vouchers for salaries of regular employees. The cashier shall review and sign the checks and check advices. The Clerk III shall record and deliver the checks and check advices to the Speaker for signature. The Clerk III shall record, file and forward to the Liaison Officer who shall deliver the check advices to the bank and Treasury and inform Disbursing Officer that the

check advices were already received by the bank, and deliver to the Clerk III the received check advices by the bank and treasury.

Section 129. The Cashier shall cash the checks for the salaries of regular employees. The Disbursing Officer shall disburse the salaries of the regular employees and secure the unclaimed salaries of the employees.

Section 130. The Cashier shall check the signature on the payroll file the Disbursement Vouchers and payrolls prepare report of disbursement and cash allocation, and submits the report of disbursement to the Accounting Division.

Section 131. Clerk III of the Cash Section receives, records and submits vouchers from the Office of the Speaker to the Disbursing Officer who shall prepare checks and check advices. The cashier shall review and sign the checks and check advices. The Clerk III shall record and deliver the checks and check advices to the Speaker for signature. The Clerk III shall record, file and forward to the Liaison Officer who shall deliver the check advices to the bank and Treasury and informs Disbursing Officer that the check advices were already received by the bank, and deliver to the Clerk III the received check advices by the bank and treasury.

Section 132. The Disbursing Officer shall release the checks to the claimants or representatives, secure the unclaimed

checks, and prepare reports of disbursement. The Clerk III shall record, file and forward to the Accounting Division the Report of Disbursement.

TITLE IV

MISCELLANEOUS PROVISIONS

CHAPTER I

WORKPLANS AND REPORTS

Section 133. Not later than the 10th of April, July, October and January, all sections and divisions shall submit to their respective Service Directors their respective quarterly accomplishment reports.

Section 134. Not later than the 15th of April, July, October and January, the Legislative Operations as well as the Administration and Finance Services shall submit to the Secretary of the Regional Assembly their respective quarterly accomplishment reports.

Section 135. The Office of the Secretary of the Regional Assembly shall prepare and submit to the Speaker a consolidated quarterly accomplishment report not later than 20th April, July, October and January.

Section 136. The Office of the Speaker shall prepare the transmittal and cause the delivery to the Regional Planning and Development Office, of the consolidated quarterly

accomplishment report not later than 25th April, July, October and January.

Section 137. Not later than the 15th of March, all sections and divisions shall submit to their respective Service Directors their respective proposed annual work plan.

Section 138. Not later than the 20th of March, the Legislative Operations as well as the Administration and Finance Services shall submit to the Secretary of the Regional Assembly their respective consolidated annual work plans.

Section 139. The Office of the Secretary of the Regional Assembly shall prepare and submit to the Speaker a consolidated annual work plan not later than 25th of March.

Section 140. The Office of the Speaker shall prepare the transmittal and cause the delivery to the Regional Planning and Development Office, of the annual work plan not later than 30th of March.

Section 141. Not later than the 30th of July and January, the Office of the Secretary of the Regional Assembly shall prepare and submit to the Speaker a consolidated semi-annual and annual reports, respectively.

Section 142. The Office of the Speaker shall prepare the transmittal and cause the delivery to the Regional Planning and Development Office, of the semi-annual and annual reports not later than the 5th of February.

CHAPTER II

INFORMATION AND COMMUNICATION MANAGEMENT

Section 143. The Clerks III shall receive incoming communications, record date, time, the nature and subject matter of the communication, and name of sender and carrier, and file copies thereof and forward the same to the Chief of the unit, section, division, service or any other office.

Section 144. The Clerks III shall release outgoing communications, record date, time, the nature and subject matter of the communication, and name of addressee and carrier, and file copies thereof and forward the same to the addressee.

Section 145. The Editorial and Publication Division shall maintain an updated information facility on all digital copies of proposed and approved bills and resolutions, committee reports, drafted bills and resolutions, legislative researches, counseling reports, Journals and Records as well as statistics on the Autonomous Region in Muslim Mindanao.

Section 146. The Information Officers I and III shall assist the Legislative Staff Officer VI of the Editorial and Publication Division in the preparation of public information events and instruments including but not limited to press releases, conferences, periodic television, and radio programs, pursuant to specific directives of the Speaker.

Section 147. The Information Officers I and III shall assist the Legislative Staff Officer VI of the Editorial and Publication Division in the establishment, maintenance and development of internet public communication facilities.

TITLE IV

TRANSITORY AND FINAL PROVISIONS

Section 148. The amount of Three Hundred Fifty Thousand Pesos (P350,000.00), which shall be intended for the printing and dissemination of this Manual, shall be appropriated out of any available Local Fund for the Regional Assembly, not otherwise appropriated.

Section 149. Should any provision or portion of this Manual be declared unconstitutional or illegal by competent court, the same shall not affect the validity or enforceability of those provisions or portions hereof not covered by such declaration.

Section 150. All resolutions orders, rules and regulations inconsistent herewith are hereby amended or modified accordingly.

Section 151. This Manual of Operations shall take effect fifteen (15) from its adoption.

Adopted this ____ of _____, 200_

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