REVENUE MEMORANDUM ORDER NO. 29-2010 issued on March 23, 2010 prescribes the guidelines and procedures in the processing and payment of certain money claims, which shall be in accordance with existing budgeting, accounting and auditing rules and regulations.

Purchases made by the Agency must be inspected and verified by the Inspection and Acceptance Committee (IAC) to verify whether the deliveries conform with the specifications/terms and conditions in the Purchase Order/Job Order/contract. Only the IAC is authorized to conduct inspection and issuance of the corresponding Inspection and Acceptance Report.

Claims with findings, deficiency or lacking requirements must be returned by the office which discovered the findings, deficiency or lacking requirements within one (1) working day. No money claim shall be paid until the evidence of satisfactory inspection by the IAC, when inspection is required under existing rules and regulations, has been attached to the money claim.

All money claims subject to pre-audit by the Commission on Audit (COA) shall be paid only after a favorable audit action of a COA Auditor has been made.