

V. CASHERING UNIT

Payment of claims from internal and external creditors and collection of fees and other income.				
Office or Division:	Finance and Administrative Services			
Classification:	Simple			
Type of Transaction:	G2C - for services whose client is the transacting public G2B - for services whose client is a business entity G2G - for services whose client is another government agency, government employee or official			
Who may avail:	Internal and External Claimants			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1) Disbursement Vouchers with complete and approved supporting documents		From Accounting Unit		
2) Order of Payment for the collection of fees and other income		System generated (TACIS)		
A. Processing of payment of claims by check.				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Disbursement Vouchers with complete supporting Documents for payment through Check	1. Receipt of Disbursement Voucher (DV) with complete supporting documents.	None	1 minute	Cashier Cashier Staff
	2. Verification of completeness of signatories and amount on the DV.		5 minutes	Cashier Cashier Staff
	3. Preparation of check and Advice of Checks Issued and Cancelled (ACIC).		15 minutes	Cashier Cashier Staff
	4. Signing of check and ACIC.		6 minutes	Cashier
	5. Endorsement of check and ACIC to the Regional Director (RD) or Authorized Official for appropriate action		3 minutes	Cashier Cashier Staff
	6. Submission of approved ACIC to Land Bank of the Philippines- La Trinidad, Benguet.		45 minutes	Cashier Cashier Staff
B. Processing of payment of claims by List of Due and Demandable Accounts Payable -Advice to Debit Account (LDDAP-ADA)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submission of Disbursement Vouchers with complete supporting Documents for payment through List of Due and Demandable Accounts Payable-	1. Receipt of Disbursement Voucher (DV) with complete supporting documents.	None	1 minute	Cashier Cashier Staff

Advice to Debit Account (LDDAP-ADA)				
	2. Verification of completeness of signatories and amount on the DV.		5 minutes	Cashier Cashier Staff
	3. Preparation of Payroll Register (PR), Summary of LDDAP-ADAs Issued and Invalidated ADA Entries (SLIAEs) and Advice of Checks Issued and Cancelled (ACIC).		1 hour	Cashier Cashier Staff
	4. Signing of LDDAP-ADA, PR, SLIAAE and ACIC.		6 minutes	Cashier
	5. Endorsement of documents for the payment of claims to the Regional Director (RD) or Authorized Official for appropriate action		1 minute	Cashier Cashier Staff Regional Director Assistant Regional Directors for Finance and Administrative Services and Technical Services
	6. Submission of approved documents for the payment of claims to Land Bank of the Philippines- La Trinidad, Benguet.		45 minutes	Cashier Cashier Staff

C. Collection of Laboratory fees and other income				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Request Order of Payment (OP) from Accountant or Authorized representative	Issuance of Official Receipt (OR)	As indicated in the OP	5 minutes	Cashier Cashier Staff
	Deposit to Land Bank of the Philippines- La Trinidad, Benguet	As indicated in the deposit slip	45 minutes	Cashier