

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