

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-Advice to Debit Account (LDDAP-ADA)	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 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