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| **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-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 ( SLIIAEs) 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 |
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