	DEPARTMENT OF SCIENCE AND TECHNOLOGY DOST Regional Office No. IX	DOCUMENT CODE	PM-FASS-CAS 05-01
	PROCEDURES MANUAL	REVISION NUMBER	1
		PAGE NUMBER	1 of 3
SECTION	PRODUCT REALIZATION	EFFECTIVITY DATE	01 JULY 2023
SUBJECT	CASHIER SERVICES/PROCESS PAYMENT THRU MDS		

1.0 OBJECTIVE

To ensure that all preparation of LLDAP-ADA/Checks and Advice, release of check and filing of disbursement vouchers are accurate and timely accomplished.

2.0 SCOPE

This procedure covers all the activities entailed in the preparation of LLDAP-ADA/Checks to filing for submission to COA.

3.0 ACCESS

This procedures manual is uploaded to DOST-IX Document Management System (DMS) and accessible to all DOST IX personnel.

The original copy of this document is managed by the DOST-IX's document custodian.

4.0 DEFINITIONS OF TERMS

4.1 Modified Disbursement Scheme (MDS) - Sub-accounts maintained by different government agencies the funding for which comes from the Department of Budget and Management (DBM) in the form of Notice of Cash Allocation (NCA).

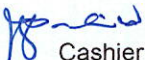

4.2 Obligation Slip (OS) – a document certifying the availability of allotment to pay for the item/s and services to be procured.


4.3 Disbursement Voucher (DV) – a prerequisite document for the processing of any official disbursements to be made by the office which attests legality, legitimacy and veracity of the transaction to be made.

4.4 List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) - refers to an accountable form integrating the ADA with the LDDAP which is a list reflecting the names of creditors/payees to be paid by the NGA/OU and the corresponding amounts of their unpaid claims, duly certified and approved

4.5 Modified Disbursement System (MDS) Checks – refers checks issued by government agencies chargeable against the account of the Treasurer of the Philippines, which are maintained with different MDS-GSBs.

4.6 Report of Check Issued (RCI) –is a financial report which specify the amount of LDDAP-ADA/Check issued and cancelled.

Prepared by:  Cashier III	Approved by:  Quality Management Representative
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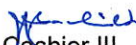

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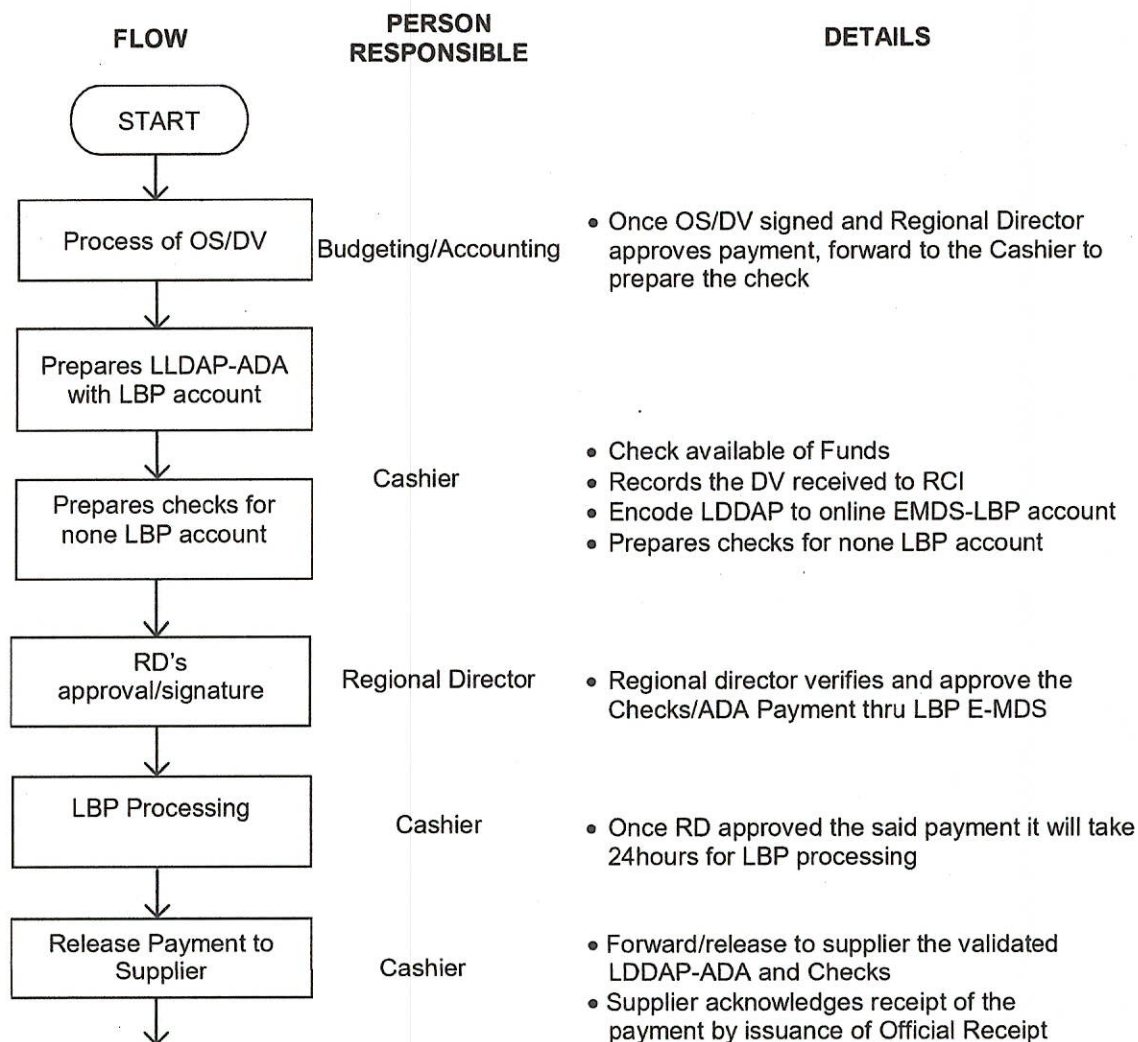
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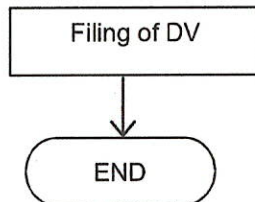
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5.0 PROCEDURE



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Cashiers
Support Staff

- Prepare Report of Disbursement
- Arrange and file the Disbursement Vouchers for submission to the COA

6.0 RECORDS

- 6.1 Disbursement Voucher File with Receipts attached
- 6.2 Check Duplicate

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