

### 23. Processing of Payment Claims

This covers the processing of payment claims of eligible employees for loyalty bonus and maternity leave benefits.

<b>Office or Division:</b>	Personnel Section			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	DepEd employees			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Letter request (1 original copy, 2 photocopies)		Client		
2. Approved CSC Form 6 (3 copies)		Personnel Section		
3. Medical certificate (3 copies)		Client		
4. Reinstatement letter (3 copies)		Client		
5. Payslip (3 copies)		Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
Submit all documentary requirements	Receive the complete documents	None	10 minutes	Records Personnel/ Administrative Aide VI
	Check the document as to completeness		20 minutes	
	Forward the complete document to the HR Personnel for appropriate action	None	30 minutes	
	Review and evaluate the submitted complete documents and provide appropriate action	None	7 hours	HR Personnel/ Administrative Assistant III
	Prepare necessary forms for computation		2 days	

	Forward to the Accounting Section as to correctness and pre-audit		1 day	
	Forward to Budget Office as to certify the availability of funds		1 day	
	Forward to the Office of the SDS for Approval of payment	None	1 day	
<b>TOTAL:</b>		<b>None</b>	<b>7 days</b>	