

1. RELEASING/DISBURSING OF CHECK AND ADA

Process of Payment for Approved Vouchers for Checks and LDDAP-ADA. Releasing of Check to payees. ACIC, ADA and Payroll Register are transmitted to the Servicing bank to credit the payment.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen, G2G-Government to Government and G2B- Government to Business			
Who may avail:	All			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<ol style="list-style-type: none"> 1. Two (2) Valid IDs 2. Special Power of Attorney, PSA Birth Certificate, 2 valid IDs of payee and claimant for representative 3. Death Certificate, PSA Birth Certificate/ Marriage Certificate, 2 valid IDs of payee and Deceased payee for Immediate Family 4. Official Receipts or Collection Receipts and Sales Invoices for Suppliers and Service Providers 		Claimant		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	0. Notify the Payee/claimant that the check is already for release, or the payment has been	None	16 Minutes	Cash Personnel

	credited to their Account			
1. Proceed to Cashier and Present Valid IDs; for representative: Special Power of Attorney, PSA Birth Certificate, 2 valid IDs of payee and claimant. For Immediate Family of Deceased Payee: Death Certificate, PSA Birth Certificate or Marriage Certificate, 2 valid ids of payee and claimant	1.1 Check the Authenticity of Provided Documents	None	3 Minute	Cash Section
1. Sign the DV, Logbook/Check Register and Issue an Official Receipt or Collection Receipt and	2.1 Give the DV/ Logbook for signature of payee/claimant and Received OR/Collection Receipt and Sales Invoice	None	10 Minutes	Cash Personnel

Sales Invoice for Suppliers and Service Provider				
	2.2 Release Check	None	1 Minute	Cash Personnel
TOTAL:		None	30 Minutes	