



## CITIZEN'S CHARTER NO. RO-AF-07. PREPARATION, PROCESSING AND ISSUANCE OF CHECKS/ADA

This service is used to pay for the service provider for the goods purchased or services rendered, salaries and other emoluments of regular DENR employees and officials.

<b>Office or Division:</b>	Cashier Unit/Section and Accounting Unit/Section, DENR PENR and Regional Offices			
<b>Classification:</b>	Complex			
<b>Type of Transaction</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	Internal: Permanent Personnel External: Personnel under Contract of Service, Service Provider and Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. DV with complete supporting documents (1 original, 2 photocopies)			Approving Authority Based on Manual of Authority	
2. Bank account of service provider (for LDDAP-ADA) (1 photocopy)			Service Provider	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit approved DV and supporting documents to the Cashier or Accounting Section/Unit from the Approving Authority based on Manual of Authority	1. Receive DV and other supporting documents, review and record in logbook and forward to concerned Cashier Staff (Checks) or Accounting Staff (LDDAP-ADA)	None	30 min.	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit  <i>Receiving/Releasing Clerk</i> Accounting Section/Unit
	(For LDDAP-ADA, refer to 1.1-1.6)  1.1. Batch-up DVs into batch/folder	None	1 hour	<i>Receiving/Releasing Clerk</i> Accounting Section/Unit



	1.2. Prepare LDDAP-ADA.	None	1 hour	<i>Accounting Staff Accounting Unit/Section</i>
	1.3. Sign Box No. 1	None	15 min.	<i>Chief Accountant Accounting Unit/Section</i>
	1.4. Forward to approving authority based on Manual of Authority	None	15 min.	<i>Receiving/Releasing Clerk Accounting Unit/Section</i>
	1.5. Sign LLDAP-ADA	None	15 min.	<i>Approving Authority based on Manual of Authorities</i>
	1.6. Forward to Cashier	None	15 min.	<i>based on Manual of Authorities</i>
	<i>(Both for LDDAP-ADA and Checks)</i> 1.7. Receive and check the balance of Notice of Cash Allocation (NCA) against the total amount of the DV processed	None	15 min.	<i>Cashier Staff Cashier Section/Unit</i>
	<i>(For Checks)</i> 1.8. Prepare Check	None	10 min.	<i>Cashier Staff Cashier Section/Unit</i>
	<i>(Both for LDDAP-ADA and Checks, refer to 1.9 onwards)</i>	None	5 min.	<i>Cashier Staff Cashier Section/Unit</i>



	1.9. Record all details in Index Card.			
	1.10. Record particulars in Report of Checks Issued and Cancelled (RCIC)/Report of ADA Issued (RADAI).	None	1 hour & 30 min.	<i>Cashier Staff</i> Cashier Section/Unit
	1.11. Review and sign Check.	None	5 min.	<i>Cashier</i> Cashier Section/Unit
	1.12. Record and forward Check to Approving Authority based on Manual of Authorities	None	10 min.	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit
	1.13. Receive Check, DV and other supporting documents from Cashier Section	None	5 min.	<i>Receiving/Releasing Clerk</i>  Management Services Division (MSD) or PENR Officer  Office of the Assistant Regional Director (ARD) for Management Services (MS) or Regional Executive Director (RED)
	1.14. Countersign Check and ACIC based on Manual of Authorities. Forward to Cashier.	None	5 min.	<i>Chief, MSD or PENR Officer</i>  <i>ARD for MS or RED</i>



	1.15. Record receipt of Check/ADA and forward to cashier staff	None	5 min.	<i>Receiving/Releasing Clerk</i> Cashier Section/Unit
	1.16. Record Check/ADA particulars in the Check Register.  Inform the clientele if the check is ready for pick-up, or the ADA was already prepared for them to issue OR upon crediting payment to their account.	None	15 min.	<i>Cashier</i> Cashier Section/Unit  or  End-user
	1.17. Release Check/ADA to customer/bank with tax certificate (supplier)	None	15 min.	<i>Cashier</i> Cashier Section/Unit
2. Service Provider to issue Official Receipt and sign in Cash Book and Box E of DV		None		
<b>TOTAL:</b>		<b>None</b>	<b>6 hours &amp; 20 min. (LDDAP-ADA), or 3 hours &amp; 30 min. (Check) + 24-hour waiting time of the Servicing Bank</b>	