







## SECSIME NO. ABR-02. ISSUANCE OF CHECK AND ADA



Description: Payment of Vouchers with complete supporting documents through Check and ADA.

<b>Office or Division:</b>	Cashiering Unit, Management Services Division DENR PENRO Abra, Region CAR			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business G2C - Government to Citizen G2G - Government to Government			
<b>Who may avail:</b>	External :(Personnel under Contract of Service, Service Provider and Supplier) Internal :(Permanent Personnel)			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Complete and processed Disbursement Voucher			Accounting Unit, PENRO Abra	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit approved DV and other supporting documents to PENRO.	1. Receive and record DV (for check preparation) and other supporting documents from the office of the approving official and forward to concerned Cashier Staff	None	5 min.	 <b>EMELYNE T. AGLUGOB</b> Forest Ranger/Cashiering Clerk Designate PENRO Cashiering Unit





1.1 None	1.1. Review completeness of documents, check balance of Notice of Cash Allocation (NCA), prepare Checks, Advice of Checks Issued and Cancelled (ACIC), ADA	None	20 min.	 JOMEL D. BUENAVISTA <i>Cashier I</i> <i>PENRO Cashiering Unit</i>
1.2 None	1.2. Record Voucher, Checks and ADA details in Logbook and sign Check/ADA	None		
1.3 None	1.3. Forward Check, ADA and ACIC to countersigning official (PENR Officer)	None	10 min.	 EMELYNE T. AGLUGOB Forest Ranger/Cashiering Clerk Designate <i>PENRO Cashiering Unit</i>
1.4 None	1.4. Countersign Check, ADA and ACIC	None	10 min.	 FOR. MARCELO G. BUMIDANG, Ph.D. PENR Officer



				PENRO Abra
1.5 None	1.5. Receive Check/ADA and ACIC and record in Logbook of Clients (for receiving).	None	10 min.	 EMELYNE T. AGLUGOB Forest Ranger/Cashiering Clerk Designate <i>PENRO Cashiering Unit</i>
1.6 None	1.6. Encode RCI, Record Check in the Check Disbursement Cashbook	None	7 min.	 JOMEL D. BUENAVISTA Cashier I <i>PENRO Cashiering Unit</i>



<p>1.7 None</p>	<p>1.7. Prepare ACIC and forward to the DENR Government Servicing Bank (LANDBANK)</p>	<p>None</p>	<p>10 Min.</p>	 <p><b>EMELYNE T. AGLUGOB</b> Forest Ranger/Cashiering Clerk Designate <i>PENRO Cashiering Unit</i></p>
<p>2. Pick up Check</p> <p>Issue Official receipt If necessary, Sign received portion of the DV</p>	<p>2. Release check to customer.</p> <p>Inform customer that encashment of check is one day after submission of ACIC.</p>	<p>None</p>	<p>5 Min.</p>	 <p><b>JOMEL D. BUENAVISTA / EMELYNE T. AGLUGOB</b> Cashier I / Cashiering Clerk Designate  PENRO Cashiering Unit</p>
<p><b>TOTAL:</b></p>		<p><b>None</b></p>	<p><b>Simple</b></p>	<p><b>1 hr. 17 min.</b></p>