








**SECSIME NO. APA-02. ISSUANCE OF CHECKS**

Description: Issuance of Checks/List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA)

<b>Office or Division:</b>		Cashier Unit, Management Services Division DENR PENRO Apayao, Region CAR		
<b>Classification:</b>		Complex		
<b>Type of Transaction:</b>		G2B - Government to Business G2C - Government to Citizen		
<b>Who May Avail:</b>		External Customers (Contractors, Suppliers, ans Service Providers) Internal Customers (DENR Employees and Contractual Personnel)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Approved Disbursement Voucher (DV) and other supporting documents		Public Assistance Desk, Receiving Area or Records Unit/Section		
<b>Additional if from the Government Sector</b>				
3. Official Letter Request (1 original)		Requesting Party		
<b>Additional if Requesting Party is a representative</b>				
4. SPA for representative (1 original, notarized)		Requesting Party, Private Lawyer or Notary Public		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit approved DV and other supporting documents	1. Receive, review completeness and record List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA) or Disbursement Vouchers (DV) (for check preparation) and other supporting documents	None	5 min.	 <b>MARCELINE L. AGUINALDO</b> Admin. Assistant III/Cash Clerk

	<p>2. Check the balance of Notice of Cash Allocation (NCA)          Prepare checks and Advice of Checks Issued and Cancelled (ACIC) based on DV          Prepare ACIC for LDDAP          Sign Check/ADA</p>	None	10 minutes	 <b>LEAN D. TABIGNE</b> Admin. Officer I (Cashier I)
	<p>3. Record and forward Check to countersigning officials based on Manual of Authorities</p>	None	5 minutes	 <b>MARCELINE L. AGUINALDO</b> Admin. Assistant III/Cash Clerk
	<p>4. Countersign Check/ADA based on Manual of Authorities</p>	None	3 minutes	 <b>ATTY. ROMEO G. BRAVO</b> PENR Officer
	<p>5. Encode ADA Particulars in Report of Advice to Debit Account Issued (RADAI), record Check in the Check Disbursement Record Book</p>	None	7 minutes	 <b>LEAN D. TABIGNE</b> Admin. Officer I (Cashier I)

	6. Forward ADA and ACIC to the DENR Government Servicing Bank at LBP Luna, inform the customer if the check is ready for pick up after 24 hours	None	30 minutes	 <b>MARCELINE L. AGUINALDO</b> Admin. Assistant III/Cash Clerk
	7. Release check to customer	None	5 minutes	 <b>LEAN D. TABIGNE</b> Admin. Officer I (Cashier I)
2. Pick up check and sign the Logbook				
	<b>TOTAL:</b>	None	1 hour, 5 minutes	