













## SECSIME NO. IFU-02. PREPARATION, PROCESSING AND ISSUANCE OF CHECKS/ADA

Description: This process, issuance/release of checks and LDDAP-ADA and corresponding Advices is use to pay obligation to DENR employees, individuals, agencies or creditors for goods purchased and services rendered.

Office or Division:	Unit/Section: Cashier Unit Management Service Division DENR PENRO Ifugao, Region CAR			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government			
Who may avail:	All Permanent, Casual and Contractual Personnel and Officials of PENR and CENR Offices, clients, People’s Organization, Stakeholders and other claimants/payees.			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>If LDDAP-ADA</b>				
1. Approved LDDAP-ADA (4 original)		Accounting Section or Approving Official		
2. Disbursement Voucher and supporting documents (4 original)		Requesting Party or Property and Supply Office		
3. Obligation Request and Status (2 copies, original)		Budget Section		
4. Account/NCA balance (1 photocopy)		Accounting Section		
<b>If Check</b>				
1. Disbursement Voucher and supporting documents		Requesting Party		
2. Obligation Request and Status (2 copies, original)		Budget Section		
3. Account/NCA balance (1 photocopy)		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
	<b>(Both for LDDAP-ADA and Checks)</b>			
<b>1. Accounting Section/Authorized Approving Officials will submit LDDAP-ADA or Disbursement Voucher with complete supporting documents to the Cashier Unit</b>	<p>1. Receive approved LDDAP-ADA, DV, ORS and/or other supporting documents.</p> <p>Check completeness of signatories on the DVs, ORS and/or LDDAP-ADA and forward to concerned Cashier Staff</p>	NONE	30 minutes (per batch)	 <b>GRETCHEN G. CABBIGAT</b> Receiving/Releasing Clerk Cash Clerk

1.1 None	1.1 Check the account/funding source and balance of Notice of Cash Allocation (NCA) against amount of the DV.	NONE	10 minutes (per batch)	 <p><b>BRENDA LALAIN B. BERMUDEZ</b> Cashier I</p>
1.2 None	1.2 Prepare Check; Advice for Check and LDDAP-ADA (ACIC) and soft copy for LBP	NONE	1 hour (per batch)	 <p><b>GRETCHEN G. CABBIGAT</b> Cash Clerk</p>
1.3 None	1.3 Record Check/LDDAP-ADA particulars in the Index of Payment and indicate Check/LDDAP-ADA number, date, bank name and account number in the portion E of the DV.	NONE	1 hour (per batch)	 <p><b>GRETCHEN G. CABBIGAT</b> Cash Clerk</p>
1.4 None	1.4 Review and sign the Check and the ADA portion of LDDAP-ADA.	NONE	30 minutes (per batch)	 <p><b>BRENDA LALAIN B. BERMUDEZ</b> Cashier I</p>

1.5 None	1.5 Forward Check/LDDAP-ADA with supporting documents to Approving Officials based on Manual of Authorities.	NONE	10 minutes (per batch)	 <p><b>GRETCHEN G. CABBIGAT</b> Receiving/Releasing Clerk Cash Clerk</p>
1.6 None	1.6 Receive Check/LDDAP-ADA, DV and other supporting documents from Cashier Section.	NONE	10 minutes (per batch)	 <p><b>ALVIN CHRISTOPHER B. LICODINI</b> Receiving/Releasing Clerk</p>
1.7 None	1.7 Countersign Check and approves LDDAP-ADA based on Manual of Authorities.	NONE	1 hour (per batch)	 <p><b>ENGR. ERNESTO M. ATON</b> PENR Officer</p>
1.8 None	1.8 Forward the signed/approved Check/LDDAP-ADA with supporting documents to cashier Unit.	NONE	5 minutes	 <p><b>ALVIN CHRISTOPHER B. LICODINI</b> Receiving/Releasing Clerk</p>

1.9 None	1.9 Receive the approved LDDAP-ADA with supporting documents.	NONE	10 minutes (per batch)	 <b>GRETCHEN G. CABBIGAT</b> Cash Clerk
1.10 None	1.10 Receive the signed check, DV and supporting documents.  Inform the claimants/payees that the check is ready for pick-up/ the LDDAP-ADA was forwarded to the bank and to issue OR upon crediting payments to their account.	NONE	20 minutes (per batch)	 <b>BRENDA LALAIN B. BERMUDEZ</b> Cashier I
<b>2. Receive check and sign Box E of the DV, or debited amount in ATM.</b>  <b>For service providers, issue Official Receipt to Cashier</b>	1.11 Release Check and Tax Certificate to the payee, sign the box D portion of the DV, and attach the OR to the DV.	NONE	25 minutes (per batch)	 <b>GRETCHEN G. CABBIGAT</b> Receiving/Releasing Clerk Cash Clerk
<b>TOTAL:</b>		<b>None</b>	<b>Simple</b>	<b>5 hrs 30 mins.</b>