





SECSIME NO. MTP-02. ISSUANCE OF LLDAP – ADA / CHECK PAYMENTS

Office or Division:	Cashiering Unit, Management Division DENR PENRO Mountain Province, Region CAR
Classification:	Simple
	Complex
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G - Government to Government
Who may avail:	Internal: Regular Employee of DENR, including its Bureaus and attached agencies External: Contract of Service Personnel, LGU and other government agencies or instrumentalities and private individuals, Outside business creditors

CHECKLIST FOR REQUIREMENT	WHERE TO USE
1. Government issued ID (present 1 original) or any valid ID	Requesting Party
2. Official Receipt for external creditors	Requesting Party
3. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. None (Accounting Unit forwards the Disbursement Vouchers with complete documents to Cashiering Unit)	1. Receive List of Due and Demandable Accounts Payable and its accompanying vouchers for Advice to Debit Account and / or Check Preparation	None	5 mins	JOAN BOCYONG Cashier Cashiering Unit/Section 
1.1 None	1.1. Forward prepared Check Payment and / or Advice to Debit Account and Advice of Checks Issued to PENRO Office for signing	None	5 mins	

1.2 None	1.2. Prepare Check / Advice to Debit Account	None	15 mins	<p>APPLE GUIDANGEN Receiving Clerk</p> 
1.3 None	1.3. Signing of Check and /or Advice to Debit Account and Advice of Checks Issued and Cancelled	None	5 mins	<p>JOEL T. BEHIS PENRO</p> 
1.4 None	1.4. Receive and Record check and or/ Advice to Debit Account in the Report of Checks Issued and Report of Advice to Debit Account	None	20 mins	<p>JOAN BOCYONG Cashier Cashiering Unit/Section</p> 
1.5 None	1.5. Release Check/ADA to Customer/bank with tax certificate (supplier)	None	30 mins	
2. If service provider issue Official Receipt an sign in Cash Book and Box E on DV				
TOTAL		None	Simple	1 hour 30 minutes