



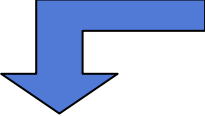


**Citizen’s Charter No. 16**

**Name of Agencies** : DENR Central Office/Regional Office/Bureaus- Cashier Section/Unit  
**Frontline Service** : Preparation, Processing and Issuance of Checks/ADA  
**Schedule of Availability of Service** : 8:00 AM – 5:00 PM  
**Who May Avail of the Service** : DENR Employees, Personnel Division for Contract of Service, and Property and Supply Management Division/Section (PSMD/S) for Contractors, Suppliers and Service  
**How to Avail of the Service** :

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
	Submit approved DV and other supporting documents to Cashier Section/Unit 	Receive and record in Logbook DV and other supporting documents from the office of the approving official and forward to concerned Cashier Staff 	Cashier Staff (Receiver)	10 minutes	Disbursement Voucher with complete supporting documents	
		Review completeness of DV. Check the balance of Notice of Cash Allocation (NCA) against amount of the DV. Attach Check in the DV. Record particulars in Report of Checks Issued and Cancelled (RCIC) 	Cashier Staff (Controller of Check)	10 minutes		
		Prepare/Type particulars of the DV in the Check/ADA 	Cashier Staff	5 minutes		
		Record Check/ADA particulars in Index Card	Cashier Staff	10 minutes		

					
		Review and Sign Check /ADA 	Cashier	20 minutes	
		Record and forward Check/ADA/ to Approving Officials based on Manual of Authorities 	Receiving/Releasing Personnel	10 minutes	
		Receive Check/ADA, DV and other supporting documents from Cashier Section 	Receiving/Releasing Personnel of Approving Official	5 minutes	
		Countersign Check and Approve ADA based on Manual of Authorities 	Countersigning Official	10 minutes	
		Record receipt of Check/ADA and forward to cashier staff 	Receiving/Releasing Personnel of Approving Official	10 minutes	
		Receive Check/ADA, DV and other supporting documents from Office of the approving official 	Receiving/Releasing Cashier Personnel	5 minutes	
		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 of payment to their account.	Cashier Staff	5 minutes	

		Release Check/ADA to customer/bank with tax certificate (supplier)	Cashier Staff	10 minutes		
	Accomplishes and signs Box C of DV and Check Register				Official Receipt (OR)	
	Notes: <ul style="list-style-type: none"> <li>• Release of Check to customer is made 24 hours after receipt of the DENR Servicing Bank of the approved Advise of Check Issued and Cancelled (ACIC)/ADA prepared by the Cashier Section and approved by any of the designated Officials based on Manual of Authorities.</li> <li>• Cut-off and submission of ACIC/ADA to the servicing bank 12:00 PM and 3:00 PM daily.</li> </ul>					