



## CITIZEN'S CHARTER NO. CO-AF-07. PREPARATION, PROCESSING AND ISSUANCE OF CHECKS/ADA

The issuance/ release of checks and LDDAP-ADA serves as a proof that disbursement/payment of authorized obligation, expenditure incurred by DENR was settled.

<b>Office or Division:</b>	Cashier Unit, General Services Division, DENR Central Office			
<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>	All Permanent, Casual and Contractual Personnel and Officials of DENR Central, Regional, PENR and CENR Offices, Bureaus (including Central and Regional Offices), and Head of Attached Agencies			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<b>If LDDAP-ADA</b>				
1. Approved LDDAP-ADA (4 original)		Accounting Division or Approving Official		
2. Disbursement Voucher and supporting documents (4 original)		Requesting Party or Property and Supply Management Division (PSMD)		
3. Obligation Request and Status (2 copies, original)		Budget Division		
4. Account/NCA balance (1 photocopy)		Budget Division and DBM		
<b>If Check</b>				
1. Disbursement Voucher and supporting documents		Requesting Party or PSMD		
2. Obligation Request and Status (2 copies, original)		Budget Division		
3. Account/NCA balance (1 photocopy)		Budget Division and DBM		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSONS RESPONSIBLE</b>
1. Accounting Division/ Authorized Approving Officials will submit LDDAP-ADA or Disbursement Voucher with complete supporting	1. Receive and record in Logbook the approved LDDAP-ADA, DV, ORS and/or other supporting documents.	None	30 min. (per batch)	Receiving/Releasing Clerk (Administrative Assistant)



documents to the Cashier Division.	Check completeness of signatories on the DVs, ORS and/or LDDAP-ADA and forward to concerned Cashier Staff.			
	1.1. Check the account/funding source and balance of Notice of Cash Allocation (NCA) against amount of the DV.  Prepare Check and record in the Check and Advice to Debit Account Disbursement Record (CkADADRec.).	None	30 min. (per batch)	Cashier Staff (Cashier I)
	1.2. 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	30 min. (per batch)	Administrative Assistant
	1.3. Review and sign the Check and the ADA portion of LDDAP-ADA.	None	30 min. (per batch)	Chief Cashier
	1.4. Record in the Logbook and forward Check/LDDAP-ADA with supporting documents	None	30 min. (per batch)	Receiving/Releasing Clerk (Administrative Assistant)



	to Approving Officials based on Manual of Authorities.			
	1.5. Receive Check/ADA, DV and other supporting documents from Cashier Section.	None	5 min.	Depends on the Manual of Approval
	1.6. Countersign Check and approves the LDDAP-ADA based on Manual of Authorities.	None	1 hour	<p>Director, Admin. Service or FMS (Php 5M &amp; below)</p> <p>Assistant Secretary, Finance or Admin (Php 5M-10M)</p> <p>Undersecretary, Admin. &amp; Finance (Php 10M-20M)</p> <p>Secretary (Php 20M +)</p>
	1.7. Forward the signed/ approved Check/LDDAP-ADA with supporting documents to cashier Unit.	None	1 hour	Depends on the Manual of Approval



	<p>1.8. Receive the approved LDDAP-ADA with supporting documents and record in the logbook.</p> <p>Prepare the receiving copy and soft copy to be forwarded to the Bank.</p>	None	30 min. (per batch)	Cashier Staff
	<p>1.9. Receive the signed check, DV and supporting documents and record particulars in the Check Register.</p> <p>Inform the claimants/payee that the check is ready for pick-up/ the LDDAP-ADA was forwarded to the bank and to issue OR upon crediting payment to their account.</p>	None	30 min. (per batch)	Cashier Staff
	<p>1.10. Release Check and Tax Certificate to the payee and sign the box D portion of the DV and attach the OR to the DV.</p>	None	5 min.	Cashier Staff
<p>2. Receive check and sign Box E of the DV, or debited amount in ATM</p>		None		



For service providers, issue Official Receipt to Cashier.				
<b>TOTAL:</b>		<b>None</b>	<b>5 hours &amp; 40 min. + 24-hour waiting time of the bank</b>	