

Office of the Schools Division Superintendent

A. Cash Unit

1. Issuance of Office Receipt

Official Receipt are issued to clients where transactions have corresponding payments as an acceptable evidence or proof of receipt of payment for disbursements where payee/recipient is a dealer, supplier or business establishment. Official Receipts issued to clients may vary depending on the type, purpose of the transaction and specific fund it belongs.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment Form (2 Original Copy)		<ul style="list-style-type: none"> • For payment for bid documents: Bids and Awards Committee • For School permits: Quality Assurance Division • For Appeal Fee: Legal Unit • Disallowance: Finance Division/Accounting Office 		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment form from Accounting Section	1.1 Issue Order of Payment form	None	5 minutes	Accounting Staff/ Accountant
2. Bring the duly filled-out Order of Payment form	2.1 Verify the completeness of the filled-out Order of Payment form with corresponding fee	None	2 minute	Genalyn A. Pabia
	2.2 Accept the payment and encode the details to the Office receipt	None	5 minutes	Genalyn A. Pabia
3. Check and receive the Office Receipt	3.1 Issue the Office Receipt	None	3 minutes	Genalyn A. Pabia
TOTAL		None	15 minutes	

B. Cash Unit

1. Handling of Cash Advances

Issuance of Cash Advance to Requesting DepEd Office. The Cashier is allowed for advances especially on cases where payment of cash is necessary. However, the grant of cash advances to Cashier is still based on the general accounting rules and regulations

Office or Division:	Cash unit			
Classification:	Simple			
Type of Transaction:	G2G - Government To Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Authority to Cash Advance (1 Original Copy)			Accounting Unit	
2. Certification of No Liquidated CA's			Respective office/bureau/service	
3. Documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Liquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances	2.1 Sign the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	1 day	Records

	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents from the Head of Office	None	10 minutes	Phebe M. Villaflor/ Genalyn A. Pabia
	3.3 Prepare Payroll Credit System Validation (PACSVL)	None	2 hours	Phebe M. Villaflor/ Genalyn A. Pabia
	3.4 Forward the PACSVL to Accountant for review and signature	None	20 minutes	Accountant
	3.5 Prepare Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Phebe M. Villaflor/ Genalyn A. Pabia
	3.6 Review the ADA details against ACIC	None	20 minutes	Phebe M. Villaflor
	3.7 Sign the ADA, PACSVL and ACIC	None	10 minutes	Phebe M. Villaflor
	3.8 Forward ADA, PACSVL and ACIC to the Head of Office for signature	None	5 minutes	Phebe M. Villaflor/ Genalyn A. Pabia
	3.9 Sign the ADA, PACSVL and ACIC	None	30 minutes	Head of Office
	3.10 Receive the signed ADA, PACSVL and ACIC	None	10 minutes	Phebe M. Villaflor/ Genalyn A. Pabia
	3.11 Submit the ADA, PACSVL and ACIC to the bank	None	30 mins	Phebe M. Villaflor/ Genalyn A. Pabia
	3.12 Notify the clients that the Cash Advances are already credited to ATM	None	15 minutes	Phebe M. Villaflor/ Genalyn A. Pabia
TOTAL		None	1 day, 6 hours	