



DILG-REGIONAL OFFICE 2
**QUALITY
 PROCEDURE (QP)**

QP-RO2-FAD-CS-03

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PROCEDURE TITLE	PROVISION OF CASHIERING SERVICES
SCOPE	This process starts with the receipt of Notice of Cash Allocation (NCA)/Notice of Transfer of Allocation (NTA), cash/check of refund and other cash item, List of Due and Demandable Accounts Payable – Advice to Debit Account (LDDAP-ADA), Advice of Checks Issued and Canceled up to the preparation of reports.
PURPOSE	To Standardize procedures on cashiering services to ensure systematic receipt and disbursement of funds.

PROCESS DESCRIPTION		
INPUT	PROCESS	OUTPUT
DBM,CO,LG A & other sources NCA,NTA,CHECKS AND OTHER CASH ITEMS 	<div style="border: 1px solid black; padding: 10px; text-align: center;"> PROVISION OF CASHIERING SERVICES </div>	OFFICIAL RECEIPT/DEPOSIT SLIP CHECK, LDDAP- ADA,ACIC,FINDES, PACS VAL, RCI, RADA1 ACCTG. COA, BOT & LBP

DESCRIPTIVE STATEMENT:

Receipt of cash/check for payment of refund of unexpended balances of fund and payment of claims.

Step No.	Responsible Personnel	STEP/ACTIVITY	Details	References
1	Administrative Officer III- Cashier	Receive and record NCA, NTA, Cash & Checks	<ul style="list-style-type: none"> • Receive NCA from DBM, received NTA from DILG, Central Office and record in the Check Disbursement Record (Cash Book) • Receive Cash from concerned officers/third party and checks from LGA and other sources. • Issue Official Receipt for cash and checks payment 	<ul style="list-style-type: none"> • NCA & NTA • Order of Payment • Triplicate Copy of Official Receipt • Check Disbursement Record (Cash Book) (LGA, TF) • Deposit Slip
2	Administrative Officer III- Cashier	Deposit Cash/Checks received	<ul style="list-style-type: none"> • Prepare List of Collection and Deposit Slips • Deposit collection in the appropriate depository bank 	<ul style="list-style-type: none"> • Order of Payment from Accountant III • Deposit Slip Cash Receipt Record • ONCOLL PAYMENT SLIP for Deposit to the Account of

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				BTr • List of Collection for collections to be remitted to BOT • LBP deposit slips for checks from LGA/CO
3	Administrative Officer III- Cashier/Cashier II	Receive Approved Disbursement Voucher and determine the sources of funds	Receive approved disbursement Voucher Determine source of fund whether MDS, Trust Fund or LGA Trust Fund Determine the source of Fund of the approved DV either thru DDDAP-ADA or thru Check. For DVs to be paid thru LDDAP-ADA, prepare LDDAP-ADA, Advice of Checks Issued and Cancelled (ACIC) FINDES & PACS VAL. For Check Payment; • Prepare the check; • Prepare Advice of Checks Issued and Cancelled (ACIC)	• Approved DV • Check/LDDAP ADA • ACIC, FINDES & PACS VAL
4	Administrative Officer III/Cashier II	Prepare the LDDAP-ADA, ACIC, FINDES and PACS VAL	Prepare LDDAP-ADA or checks appropriate for disbursement: For LDDAP-ADA Payment: Prepare LDDAP-ADA form and ACIC; Forward the LDDAP-ADA to the Regional Accountant for Certification; Forward LDDAP-ADA to CAO/RD for Approval For : Check Payments • Prepare Check and ACIC; and forward check/ACIC to	ACIC, LDDAP-ADA, FINDES & PACS VAL Check Disbursement Record (Cash Book)

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			<p>Chief, Administrative Officer /Regional Director for approval.</p> <p>Submit the approved LDDAP-ADA and/or ACIC to Depository Bank</p> <p>Record check to the Check Disbursement Record (Cash Book)</p> <p>Release checks to claimants</p> <p>Claimants sign the Check Disbursement Record (Cash Book)</p> <p>Require the claimants to issue O.R. for payment of officie supplies, catering services, transport services and others.</p> <p>Claimant to sign BOX "E" of the Disbursement Voucher</p> <p>Stamped "PAID" the Disbursement Voucher (DV) and supporting document, write the LDDAP-ADA No. & Check Nos. & date</p> <p>Forward all "PAID" DVs tothe Accounting Section</p>	
5	Administrative Officer III/Cashier II	Prepare Reports	<p>Prepare Report of Checks Issued (RCI), Report of Disbursement, Summary List LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE), then forward toChief FAD and RD/ARD for review and approval</p>	<p>RCI</p> <p>ROD</p> <p>RADAI</p> <p>CkADADREC</p> <p>SLIIE</p>

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6.	Regional Director	Approve Reports	Forward to RD/ARD for Approval of the Report of Disbursement	ROD SLIIE
7.	Administrative Officer III/Cashier II	Submit Reports	Forward Summary List of Invalidated ADA Entries (SLIIE) to ARD/RD for approval	RCI LDDAP-ADA
			Submit List of LDDAP-ADA, RCI and ROC to Accounting Section	ROD ROC
			Submit all "PAID" Disbursement Vouchers with supporting documents to Accounting Section	SLCI All paid Disbursement Voucher with supporting documents
			Submit Duplicate copy of Official Receipts to Accounting Section for submission to COA Office	Triplicate Copy of Official Receipts
8.	Process Owner	Retain records	Retain records in accordance with the Control of Retained Documented Information Procedure and Masterlist of Records	Check Disbursement Record (CASHBOOK) Cash Receipt Record
			Update the Summary Logsheet	Masterlist Summary Logsheet

Prepared By		Reviewed By	Approved By
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PROCESS OWNER	DIVISION CHIEF	REGIONAL QMR	TOP MANAGEMENT

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DILG – Region II

PROCESS MONITORING AND EVALUATION (QME)

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DIVISION/SECTION		FINANCE AND ADMINISTRATIVE DIVISION –CASH SECTION												
PROCEDURE TITLE		PROVISION OF CASHIERING SERVICES												
OBJECTIVE STATEMENT		1. 80% Official Receipts issued within 30 minutes upon receipt of cash/ check for refund of unexpended CA, unexpended transfer of fund and transfer of fund from LGA & other offices. 2. 80% of approved checks/LDDAP-ADA, FINDES, PACS VAL for release/payment within 4 hours upon posting of ACIC/LDDAP-ADA/FINDES/PACS VAL by the servicing bank.												
CURRENT PERIOD		October 1, 2017 – December 31, 2017												
INDICATORS		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
1. 80% Official Receipts issued within 30 minutes upon receipt of cash/check for refund of unexpended CA														
A	Total number of Official Receipts issued within 30 minutes upon receipt of cash/checks for payment of unexpended CA, unexpended transfer of fund and transfer of fund from LGA and other offices													
B	Total No. of cash/checks received													
C	Formula: $\frac{A}{B} \times 100$ Target Result = 80%													
D	Gap Analysis: In case the objective is not met, put your analysis why it is not met													
2. 80% of Approved checks/LDDAP-ADA/FINDES/PACS VAL. for release/payment of claims														
Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly approved by DILG-R02 Deputy QMR.														

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**PROCESS MONITORING AND
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Process Owner	FAD Chief	QMR	Regional Director

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DILG-REGIONAL OFFICE 02
**QUALITY
OBJECTIVE (QO)**

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OFFICE/ SECTION/UNIT	Finance and Administrative Division
QUALITY PROCEDURE TITLE	PROVISION OF CASHIERING SERVICES

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
	Objective	Target	Indicator/Formula (if applicable)			
Collection of cash/checks for refund of unexpended Cash Advance	Timely Issuance of Official Receipt 30 minutes upon receipt of checks / cash for the payment of refund of unexpended CA, unexpended transfer of fund & tranfer of fund from LGA & other offices	80% Official Receipts issued	Total Number of Official Receipts issued within 30 minutes upon receipt of cash/checks for payment of refund of Cash Advance, unexpended transfer of fund and transfer of fund from LGA & other offices	Monthly	Administrative Assistant II Administrative Officer III/Cashier	Order of Payment Triplicate Copy of Official Receipt Cash Receipts Record Duplicate Copy of Bank Deposit Slips ONCOLL PAYMENT SLIP for collections to be deposited to the Bureau of the Treasury Account Report of Colection Monitoring Log Sheet

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DILG-REGIONAL OFFICE 02
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	Objective	Target	Indicator/Formula (if applicable)			
Payment/Disbursement of checks/LDDA P-ADA of claims	Timely release/payment of approved checks/LDDA P-ADA for the payment of claims	80% of approved checks/LDDA P-ADA/FINDES/PACS VAL for release/payment of claims	Total number of approved checks/LDDA P-ADA/FINDES/PACS VAL for release/payment within 4 hours upon posting ACIC/LDDA P-ADA/FINDES/PACS VAL by the servicing bank	Monthly	Administrative Officer/Cashier	Duplicate Checks LDDA P-ADA ACIC FINDES PACS VAL Check Disbursement Record Monitoring Log sheet

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PROCESS OWNER	DIVISION CHIEF	REGIONAL QMR	TOP MANAGEMENT		

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	Objective	Target	Indicator/Formula (if applicable)			
Payment/Disbursement of checks/LDDA P-ADA of claims	Timely release/payment of approved checks/LDDA P-ADA for the payment of claims	80% of approved checks/LDDAP-ADA/FINDES/PACS VAL for release/payment of claims	Total number of approved checks/LDDAP-ADA/FINDES/PACS VAL for release/payment within 4 hours upon posting ACIC/LDDAP-ADA/FINDES/PACS VAL by the servicing bank	Monthly	Administrative Officer/Cashier	Duplicate Checks LDDAP-ADA ACIC FINDES PACS VAL Check Disbursement Record Monitoring Log sheet

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