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PROCEDURE T	ITLE	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 Cancelled up to the preparation of reports.				
PURPOSE		To Standardize procedures on cashiering services to ensure systematic receip and disbursement of funds.				
PROCESS DESC	RIPTION					
	INPUT		PROCESS	OUTPU	Γ	
	NCA,NTA,CH	HECKS	PROVISION OF	OFFICIAL RECEIPT/DEPOSIT SLIP	ACCTG. COA	
DBM,CO,LG A & other sources	AND OTHER CASH		CASHIERING SERVICES	CHECK, LDDAP- ADA, ACIC, FINDES, PACS VAL, RCI, RADAI	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	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	•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	Prepare List of Collection and Deposit Slips Deposit collection in the appropriate depository bank	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 thruCheck. For DVis to be paid thru LDDAP-ADA, prepare LDDAP-ADA, Advice of Checks Issued and Cancelled (ACIC) FINDES & PACS VAL. ForCheck Payment; •Prepare the check; •Prepare Advice of Checks Issued and Cancelled (ACIC)	Approved DV Check/LDDAP ADA ACIC,FINDES 8 PACS VAL
4	Administrative OfficerIII/Cashie rII	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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			Chief, Administrative Officer /Regional Director for approval. Submit the approved LDDAP- ADA and/or ACIC to Depository Bank Record check to the Check	
		1111	Disbursement Record (Cash Book) Release checks to claimants	
			Claimants sign the Check Disbursement Record (Cash Book)	
			Require the claimants to issue O.R. for payment of officie supplies, catering services, transport services and others.	S23)
		W ₁	Claimant to sign BOX "E" of the Disbursement Voucher	
			Stamped "PAID" the Disbursement Voucher (DV) and supporting document, write the LDDAP-ADA No. & Check Nos. & date	
			Forward all "PAID" DVs tothe Accounting Section	
5	Administrative Officer III/Cashier II	Prepare Reports	Prepare Report of Checks Issued (RCI), Report of Disbursement, Summary List LDDAP-ADA Issued and Invalidated ADA Entries (SLIIE), then forward to Chief FAD and RD/ARD for review	RCI ROD RADAI CKADADREC
			and approval	SLIIE



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

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PROCESS OWNER	DIVISION CHIEF	REGIONAL QMR	TOP MANAGEMENT	



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DI	DIVISION/SECTION FINANCE AND ADMIN			VE DIV	ISION -	-CASH S	SECTION	N							
PR	OCEDURE TITLE	PROVISION OF CASHIE	ON OF CASHIERING SERVICES												
OBJECTIVE 1. 80% Official Rece STATEMENT transfer of fund and 2. 80% of approved		transfer of fund and tran 2. 80% of approved che	ots issued within 30 minutes upon receipt of cash/ check for refund of unexpended CA, unexpended ransfer of fund from LGA & other offices. checks/LDDAP-ADA, FINDES, PACS VAL for release/payment within 4 hours upon posting of ACIC/LDDAP-AL by the servicing bank.												
cu	RRENT PERIOD	October 1, 2017 - Dece	ember :	31, 201	7										
IN	INDICATORS			Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
A	Total number of Offi														
A	within 30 minutes u cash/checks for pay	pon receipt of ment of unexpended CA, r of fund and transfer of													
В	within 30 minutes u cash/checks for pay unexpended transfer	pon receipt of ment of unexpended CA, r of fund and transfer of other offices													
	within 30 minutes u cash/checks for pay unexpended transfer fund from LGA and o	pon receipt of ment of unexpended CA, r of fund and transfer of other offices													

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Note: For unmet targets, the QMS Secretariat will issue Corrective/Preventive Action Report (CPAR) duly approved by DILG-RO2 Deputy QMR.





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

	Ke	y Performan	ce Indicators (KPI)	Frequency of		Applicable Documents (e.g.	
Function	Objective	Target	Indicator/Formula (if applicable)	Monitoring Results	Responsible for Monitoring	Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)	
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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	Ke	y Performano	e Indicators (KPI)	Frequency of	TEN TO SERVICE	Applicable Documents (e.g.
Function	Objective	Target	Indicator/Formula (if applicable)	Monitoring Results	Responsible for Monitoring	Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
Payment/Dis bursement of checks/LDDA P-ADA of claims	Timely release/paym ent of approved checks/LDDA P-ADA for the payment of claims	80% of approved checks/LD DAP- ADA/FIND ES/PACS VAL for release/pa yment 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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OFFICE/ SECTION/UNIT	Finance and Administrative Division
QUALITY PROCEDURE TITLE	PROVISION OF CASHIERING SERVICES

fund & of fund LGA & offices	checks for the paymer refund unexpe CA, unexpe transfe	Collection of Timely cash/checks Issuance Timely Official Receipt Cash Advance receipt	Function 01	
fund & tranfer of fund from LGA & other offices	checks / cash for the payment of refund of unexpended CA, unexpended transfer of	Timely Issuance of Official Receipt 30 minutes upon receipt of	Key Objective	
		80% Official Receipts issued	Performance Target	
	and transfer of fund from LGA & other offices	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	Key Performance Indicators (KPI) Indicator/Formula (if applicable)	
		Monthly	Frequency of Monitoring Results	
		Administrative Assistant II Administrative Officer III/Cashier	Responsible for Monitoring	
Report of Colection Monitoring Log Sheet	Duplicate Copy of Bank Deposit Slips ONCOLL PAYMENT SLIP for collections to be deposited to the Bureau of the Treasury Account	Order of Payment Triplicate Copy of Official Receipt Cash Receipts Record	Applicable Documents (e.g. Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)	





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ormula Monitoring Responsible for Monitoring Results pproved Monthly Administrative Officer/Cashier SVAL for within 4 Ig SVAL by C		Ke	y Performano	Key Performance Indicators (KPI)			Amelianhia Dani
nent of release/paym approved checks/LDDAP approved checks/LDDAP approved checks/LDDAP approved checks/LDDAP approved checks/LDDA approved checks/LDDAP approved ADA/FINDES/PAGS VAL for release/payment within 4 hours upon posting ACIC/LDDAP approved checks/LDDAP approved approved checks/LDDAP approved checks/LDDAP approved checks/LDDAP approved checks/LDDAP approved approved approved checks/LDDAP approved appro	Function	ctive	Target	Indicator/Formula (if applicable)	Monitoring Results	Responsible for Monitoring	Tracker, Monitoring Log Sheet, Summary Log Sheet, Report, Memo, etc.)
of approved checks/LDDA ADA/FINDES/PACS VAL for release/payment within 4 P-ADA for the payment of claims Claims Claims Checks/LDD ADA-FINDES/PACS VAL for release/payment within 4 ADA/FINDES/PACS VAL by the servicing bank Claims Checks/LD ADA/FINDES/PACS VAL for ADA/FINDES/PACS VAL by the servicing bank	bursement of	release/paym	80% of approved	Total number of approved checks/LDDAP -	Monthly	Administrative Officer/Cashier	Duplicate Checks
checks/LDDA ADA/FIND hours upon posting P-ADA for the ES/PACS PACS ACIC/LDDAP- claims vment of claims claims hours upon posting ACIC/LDDAP- ACIC/LDDAP- ADA/FINDES/PACS VAL by the servicing bank	checks/LDDA P-ADA of	ent of approved	checks/LD DAP-	ADA/FINDES/PACS VAL for release/payment within 4		enter / smaller	LDDAP-ADA
release/pa the servicing bank yment of claims	claims	checks/LDDA P-ADA for the	ADA/FIND ES/PACS	hours upon posting ACIC/LDDAP-			ACIC
of		payment of claims	VAL for release/pa	ADA/FINDES/PACS VAL by the servicing bank			FINDES
Check Disburser Monitoring Log			yment of claims				PACS VAL
Monitoring Log							Check Disbursement Record
							Monitoring Log sheet

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