

B. Budget Section

1. Disbursement Updating

Process of Updating the Status of Disbursement

Office or Division:	Finance Division - Budget Section			
Classification:	Simple			
Type of Transaction:	Government to Government (G2G) Government to Business (G2B)			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Report of Checks Issued (RCI)		DepEd Cashiers Section		
2. Report of Advice to Debit Account Issued (RADAI)		DepEd Cashier Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Prepare and Submit RCI and RADAI to Finance Division	1.1. Receive RCI and RADAI from Cashier Section	None	3 minutes	Budget Officer I
	1.2. Post/Update payment on disbursement details in the BMS	None	5 minutes	Budget Officer I
TOTAL:		None	8 minutes	