



2. Payment of Obligation

Process of payment for pending account balances to DepEd clients.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C)			
Who may avail:	Client that DepEd has financial obligations to			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment (1 Original Copy)		DepEd Accounting Office		
2. Official Receipts for suppliers or service providers		Client		
3. Two (2) Valid IDs				
4. Authorization letter, if representative				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure order of payment	1.1 Issue order of payment	None	15 minutes	Accountant III/ RBAC Secretariat/ Dormitory Manager/ QAD Chief
2. Proceed to Cashier and present requirements	2.1. Check the authenticity of provided documents	None	10 minutes	Cash Personnel
TOTAL:		None	25 minutes	