



B. Cash Section

1. Payment of External and Internal Claims

Covers payment to claims of external and internal clients. Preparing check and Advice of Checks Issued and Cancelled (ACIC) for payments of accounts payable. ACIC and LDDAP-ADA are delivered to the servicing bank to credit the payment.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)			
Who may avail:	Client that DepEd has financial obligations to			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Official Receipts for suppliers or service providers		Client		
2. Two (2) Valid IDs				
3. Authorization letter, if representative				
CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Notify the payees/ claimants that the check is ready for release or the payment has been credited to their bank account	None	10 minutes	Cash Personnel
1. Proceed to Cashier and present requirements	1.1. Check the authenticity of provided documents	None	5 minutes	Cash Personnel
2. Sign the DV/logbook and receive the official receipt (OR)	2.1 Give the DV/logbook for signature of payee/claimant and receive OR	None	5 minutes	Cash Personnel
	2.2 Release check/Copy of validated ADA, issue official receipt if applicable	None	10 minutes	Cash Personnel
TOTAL:		None	30 minutes	