



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF CALAMBA CITY

1. Issuance of Order Payment

Order of Payment is issued for all cash collections of the agency. Cash collections include but are not limited to refund of overpayment of salary and other benefits, excess cash advance or subsidy, undeducted taxes, sale of bid documents, sale of scrap materials, disallowances of expenses, remittance of provident fund loan amortization.

Office or Division:	Finance – Accounting Section		
Classification:	Simple		
Type of Transaction:	G2C - Government to Citizen G2B – Government to Business Entity G2G – Government to Government		
Who may avail:	All DepEd employees, suppliers and contractors and other government agency.		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
1. Computation of salary or benefit overpayment, (for refund)		SDO Personnel Section	
2. Liquidation Report Working Paper (Overpayment of liquidation)		SDO Finance Accounting Section	
3. Indorsement letter from Bids and Awards Committee (BAC) (Sale of Bid Documents)		Secretariat – Bids and Awards Committee	
4. Inventory and Inspection Report of Scrap Materials (Sale of Waste Materials)		SDO Property and Supply Section	
5. Notice of Disallowance issued by Commission on Audit (Payment of Disallowances)		Client/COA	
6. Provident Fund Loan Remittance List (Payment of Provident Loan)		Client/SDO Finance Section	
7. Status of Loan Balances (Payment of Provident Loan)		SDO Finance Accounting Section	



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CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Submit/ present the applicable requirement/ s to the SDO Finance – Accounting Section	1.1 Receive complete requirements.	None	2 Minutes	Administrative Assistant III
	1.2 Checks the submitted/ presented applicable requirements.	None	3 Minutes	Administrative Assistant III
	1.3 Prepares and print the Order of Payment	None	5 Minutes	Administrative Assistant III
	1.4 Checks the details of the Order of payment and signs when found complete and correct.	None	2 Minutes	Accountant III
2 Receive the Order of Payment	2.1 Issues the Order of Payment to the requesting party.	None	3 Minutes	Administrative Assistant III
TOTAL:		None	15 Minutes	



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2. Signing of Fidelity Bond

The Accountable Officials/Employees are the employees of the government of the Philippines whose duties performed permits or requires the custody of funds or properties for which he is accountable be deemed bonded and his fidelity insured in accordance with Public Bonding Law (Sec. 314). Public officers are accountable to others who are primarily accountable. Public officers designated as authorized signatories and counter signatories in the issuance of checks and approval of disbursement vouchers. Failure to comply with requirements of PD 1445 (Government Auditing Code of the Philippines, Sections 101 & 127) is a neglect of duty will be subject to administrative and criminal liabilities.

Office or Division:	Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	1. Head of the Agency 2. School Heads 3. Administrative Officers 4. Administrative Assistant II 5. Property Custodians			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1 Fidelity Bond Application Form (Attachment: 3 Annex D - Request for Application for Bonding and/or Cancellation of Fidelity Bond of Accountable Public Officer)		Computer generated once encoded at https://fidelitybonding.treasury.gov.ph/fidelity/views/login.php		
2 List of Bonded Accountable Public Officers		SDO Finance Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Application Form through official email address	1.1 Receives application documents and encodes the information	None	20 minutes	Administrative Assistant II (Accounting Section)



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	1.2 Receives and verifies if the bonded accountable officer has pending case and countersign in the List of Bonded Accountable Public Officer (as to pending case) and forwards to Legal Office	None	2 hours	Attorney III or Legal Assistant
	1.3 Receives and encode details of personnel to NGCDS system (New/Renewal)	None	30 minutes	Administrative Assistant II (Accounting Section)
	1.4 For approval of the Head of Agency	None	1 day	Schools Division Superintendent
	1.5 Send the Approved Form (soft copy) from NGCDS to personnel (client) for signing and attachment of picture	None	10 minutes	Administrative Assistant II (Accounting Section)
2. The Personnel will return the signed form through Record Section	2.1 Receives complete documents and encodes the information from the Route Slip in the Data Tracking System and forward to Administrative Assistant II (Accounting Section)	None	30 minutes	Administrative Aide I (Record Section)



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	2.2 Sign the documents (Prepared by) and forward to Administrative Officer V	None	10 minutes	Administrative Assistant II
	2.3 Review and sign the document and forward to Head of then Agency (SDS)	None	20 mins.	Administrative Officer V
	2.4 Signs the Approved documents and forward to Accounting Section	None	1 day	Schools Division Superintendent
	2.5 Scan the signed docs and send through Official email address to Bureau of treasury for releasing of ATAP	None	3 days	BTR
	2.6 Receives ATAP from BTR through email and send to personnel through their email address for their payment process	None	10 mins.	Administrative Assistant II Accounting Section
3. After payment the personnel will submit/send through email the payment ONCOLL slip and validated	3.1 Receives and forward the payment slip to BTR for issuance of Confirmation Letter through official email address	None	10 mins.	Administrative Assistant II Accounting Section



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ATAP				
	3.2 Receives Confirmation Letter from BTR and send to personnel (with complete attachment) through email	None	10 mins.	Administrative Assistant II Accounting Section
TOTAL:		None	5 days, 4 hrs and 30 minutes	



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3. Provident Fund Application

Provident fund aims to provide DepEd officials and employees with benefits and loans for emergency needs; for their education and that of their children; for their hospitalization and that of their immediate dependents; for minor but immediately needed repair of their houses; and for other similar purposes as determined by the Board of Trustees. This Loan is granted to all qualified applicants from SDO Calamba City employees.

Office or Division:	Administrative Division			
Classification:	Complex			
Type of Transaction:	G2G – Government to Government			
Who may avail:	All DepEd Employees of SDO Calamba City			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For Provident Fund 1. 2 copies of Loan Application Form 2. 1 Photocopy of Payslip Borrower and Co-Borrower 3. 1 Photocopy of ID Borrower and Co-Borrower 4. Tentative computation of Loan Amount (Purpose of Loan)		SDO Finance Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Borrower submits document to Record Section	1.1 Receives complete documents and encodes in the Data Tracking System	None	30 mins	Administrative Assistant III (Records Section)
	1.2 Forwards the documents to Admin DTS user	None	30 mins	Administrative Assistant III (Records Section)



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	1.3 Receives documents from the Inter-Office Document Transmittal Form and DTS then forwards to Accounting Section for assessment of documents and provide computation of loans net proceeds	None	2 hours	Administrative Assistant III (Accounting)
	1.4 Forward to Personnel Unit to evaluates the borrower's application if qualified or not to avail the loan. The Net Take Home Pay must not be lower than Php 5,000.00 after the deduction of monthly amortization and other incoming obligations. If approved, forwards documents to AAO for signing and if not, directly forward to Accounting Unit for releasing of documents	None	2 days	Administrative Assistant III (Admin.)
	1.5 If approved, signs the Loan Application Form and photocopy of payslip then forwards to DTS	None	4 hours	Administrative Officer V / Administrative Officer IV (Personnel)



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	user			
	1.6 DTS user forwards document to Legal Section for verification of no pending case, if approved forward to Admin for signature if with case forward to Personnel Unit for coding of disapproved loan and forward to accounting to cancel application and inform the borrower	None	1 hour	Administrative Aide I (Legal Office)
	1.7 If approved Admin receives and signed the loan application documents and forward to DTS User	None	4 hours	Administrative Officer V (Admin Unit)
	1.8 DTS user forwards document to OSDS	None	15 mins.	Administrative Aide VI (Admin)
	1.9 Receives documents and forward to SDS for approval	None	1 day	Schools Division Superintendent
	1.10 DTS user forwards document to Accounting for payment	None	15 minutes	Administrative Officer V / Administrative Officer IV (Personnel)



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	1.11 Receive documents and prepare disbursement voucher. submit to DTS user to forward documents to Cash Section	None	2 hours	Administrative Assistant III Accounting
	1.12 Receive documents, prepare cheque and ACIC. Submit to DTS user to forward documents to OSDS	None	1 hour	Cash
	1.13 Receive documents and forward to SDS for approval of documents. Submit to DTS user to forward documents to Cash	None	1 day	Schools Division Superintendent
	1.14 Receive documents and forward to ACIC to Land Bank for verification (24 hours Bank Procedure). Contact borrower for releasing of loan.	None	1 day	
TOTAL:		None	5 days, 13 hours, 30 minutes working days	



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4. Issuance of Duplicate Copy of Certificate of Compensation Payment/Taxes withheld (BIR Form 2316) or Certified Copy of Transmittal to Bureau of Internal Revenue (BIR) District Office

Duplicate copy of Certificate of Compensation Payment/Taxes Withheld (BIR Form 2316) or Certified Copy of Transmittal to Bureau of Internal Revenue (BIR) District Office may be requested by all SDO Calamba employees.

Office or Division:	Accounting Unit			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	SDO Calamba Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. 1 copy Request Letter		Client		
2. 1 copy Authorization Letter, if representative		Client		
3. DepEd Issued Identification Card (photocopy)		Client		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements through Records Unit or through official email address	1.1 Receive complete requirements	None	10 Minutes	Accounting Section Staff/ Records Section
	1.2 Evaluate the details in the requirements	None	2 Minutes	Administrative Assistant III / Administrative Assistant II



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	1.3 Retrieve remittance records	None	8 Minutes	Administrative Assistant III / Administrative Assistant II
	1.4 Reprint the BIR Form 2316 or photocopy the transmittal to BIR	None	5 Minutes	Administrative Assistant III / Administrative Assistant II
	1.5 Sign the BIR Form 2316 or certify the transmittal as true copy of the original	None	3 Minutes	Accountant III
2. Receive the Certification	1.1 Issue the BIR Form 2316 or transmittal to BIR to the requesting party thru the Records Section or official email address	None	2 Minutes	Accounting Section Staff/Records Section
TOTAL:		None	30 minutes	