

#### Department of Education

REGION IV-A CALABARZON Schools Division of Calamba City

#### **1. Issuance of Official Receipts**

Issuance of Official Receipts is one of the basic functions of the Cash Section. It is issued to clients for payments received such as overpayment of salaries, over the counter payment of Provident fund loans and other forms of payments.

Office or Division Classification: Type of Transact Who may avail: CHECKLIST 1. Total amount to 2. Order of Payme	ti <b>on:</b> <b>OF R</b> o be pa	DepEd Employee	ment to Government ees and external clients WHERE TO SECURE Accounting Unit		
CLIENT STEPS AG		ENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<ol> <li>Request for Order of Payment from Accounting Section</li> </ol>	ра	sues Order of ayment signed y the Accountant	None	5 Minutes	Accounting Staff
2. Forward to the Cash Section the signed Order of payment form.	ai ai ai ai oi	hecks the ccuracy of the mount to be paid gainst the mount indicated n the Order of ayment	None	1 minute	Cash Personnel
	R re	repare Official eceipt and eceived the mount to be paid	None	2 minutes	Cash Personnel



Address: City Hall Compound, Brgy. Real, Calamba City, Laguna Telephone Nos.: (049) 554-9830 to 34 Email Address: calamba.city@deped.gov.ph Website: https://depedcalambacity.com.ph



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'			Personnel
2.4 Issue Official Receipt to client	None	1 minute	Cash
by the client 2.3 Cashier review the amount indicated on the Official Receipt and Check the actual amount paid by the client. Signed the Official Receipt	None	1 minute	Cashier





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#### 2. Handling of Cash Advances

Issuance of Cash Advance to Requesting DepEd Office. The Cashier is allowed for advances especially on cases where payment of cash is necessary. However, the grant of cash advances to Cashier is still based on the general accounting rules and regulations.

Office or Division:Cash SectionClassification:SimpleType of Transaction:G2G - GovernmenWho may avail:DepEd Employees				rnment		
CHECKLIS	EQUIREMENTS	WHERE TO SECURE				
1. Authority to Cash Advance (1 Original Copy)				Accounting Ur	it	
2. Certification of	No Ur	nliquidated CA's	Accounting Unit			
3. Other docume	ntary r	equirements				
CLIENT STEPS	AG	SENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE	
1. Request for Authority to Cash Advance and Certification of No unliquidated CA's	A A C	sue the uthority to Cash dvance and ertification of No nliquidated CA's	None	20 Minutes	Accounting Staff	
2. Forward to Head of Office for Approval, then prepare DV and ORS and	d re n	ign the ocumentary equirements eeded for Cash dvance	None	15 Minutes	Schools Division Superintend ent	



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attached       documentar       y         y       requirement       s         s needed for       Cash       Advances         3. Prepare DV       3.1 Forward the       None       1 day         and ORS       ORS/DV to       and       signatories         attached       documentar       y       requirement         y       requirement       signatories       1 day       Records         Advances       0RS/DV to       and       signatories       1 day       Records         y       requirement       signatories       attached       documentar       4dvances       2000000000000000000000000000000000000	documentar y				
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requirement s needed for Cash Advances       3.1 Forward the ORS/DV to and ORS and documentar       None       1 day       Records         3. Prepare DV and ORS and documentar       3.1 Forward the ORS/DV to signatories       None       1 day       Records         yrequirement s needed for Cash Advances       3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting       None       1 minute       Cash Personn el					
s needed for Cash Advances       3.1 Forward the ORS/DV to and ORS and attached documentar       None       1 day       Records         y requirement s needed for Cash Advances       3.1 Forward the ORS/DV to signatories       None       1 day       Records         3. Prepare DV and ORS and documentar       3.1 Forward the ORS/DV to signatories       None       1 day       Records         y requirement s needed for Cash Advances       3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting       None       1 minute       Cash Personn el	roquironit				
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Advances					
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Cash Advances       Solution       Advance       Advance         3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting       None       1 minute       Cash Personn el					
3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting     None     1 minute     Cash Personn el					
accurate and approved DV, ORS, ADA and supportingPersonn el	Advances				
accurate and approved DV, ORS, ADA and supportingPersonn el		3.2 Receive complete,	None	1 minute	Cash
ADA and supporting					Personn
		approved DV, ORS,			el
		ADA and supporting			
documents from the		documents from the			
Head of Office		Head of Office			
3.3 Encode the None 2 minutes Cashier			None	2 minutes	Cashier
received DV to					
Check and Advice					
to Debit Account					
Disbursement					
Record					
(CkADADRec)		(CkADADRec)			
2 4 Encodo tha Nona Orainutas Ocabian		2 4 Encode the	None	0 minutes	Coobier
3.4 Encode the None 2 minutes Cashier			ivone	∠ minutes	Cashier
transaction thru					
Electronic Modified Disbursement					
System (EMDS) for approval of Head of					
Agency					
		луспсу			
3.5 Head of Agency None 2 minutes Head of		· · · · · · · · · · · · · · · · · · ·			
approves the Agency		3.5 Head of Agency	None	2 minutes	Head of
transaction for		approves the	None	2 minutes	





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TOTAL:	None	1 day, 44 minut	es
3.7 Cash personnel notify the client the cash advance was already credited to their account.	None	2 minutes	Cash Personnel
3.6 Landbank of the Philippines Approves the transaction and credit the amount to the payee	None	Next banking day	Landbank
approval of Landbank of the Philippines			





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# 3. Payment of Obligations through Checks or LDDAP-ADA and Electronic Modified Disbursement System (EMDS)

Payment of obligations shall be made in the form of checks, LDDAP-ADA or through Electronic Modified Disbursement Systems (EMDS). Such payment includes salaries, allowances, other employee benefits and obligations to suppliers.

Office or Divisio	n:	Cash Section				
Classification:		Simple				
Type of Transaction:		G2C - Government to Client G2G - Government to Government				
Who may avail:	All DepEd Employ					
CHECKLIST OF REQUIREMENTS				WHERE TO SEC	URE	
1. Disbursement Voucher				Accounting Ur	it	
2. Other supporting	ng doc	uments		Accounting Ur	nit	
CLIENT STEPS	AG	SENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSI BLE	
<ol> <li>Accounting forward Disburseme nt Vouchers to Cash Section ready for payment.</li> </ol>	D	eceive the isbursement ouchers	None	1 Minute	Cash Personnel	
	re C A D R	ncode the eceived DV to heck and dvice to Debit ccount isbursement ecord CkADADRec)	None	2 minutes	Cashier	





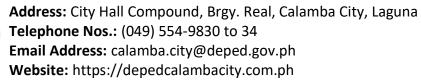
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Payment trhu EM	DS:			
	1.1 Encode the transaction thru Electronic Modified Disbursement System (EMDS) for approval of Head of Agency	None	2 minutes	Cashier
	1.2 Head of Agency approves the transaction for processing of Landbank of the Philippines	None	2 minutes	Head of Agency
	1.3 Landbank of the Philippines Approves the transaction and credit the amount to the payee	None	Next banking day	Landbank
	1.4 Cash personnel notify the client the cash advance was already credited to their account.	None	2 minutes	Cash Personnel
	TOTAL:	None	1 day, 6 minute	S
Payment thru Ch	ecks:			
	1. Prepare check payable to client	None	2 minutes	Cashier
	2. Encode the transaction thru Electronic Modified Disbursement System (EMDS) for approval of Head of Agency	None	2 minutes	Cashier



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	<ol> <li>Head of Agency approves the transaction for processing of Landbank of the Philippines</li> </ol>	None	2 minutes	Head of Agency
	<ol> <li>Landbank of the Philippines Approves the transaction and credit the amount to the payee</li> </ol>	None	Next banking day	Landbank
	<ol> <li>Forward the checks for signature of Head of Agency</li> </ol>	None	Same day	Cash Personnel
	<ol> <li>Cash personnel notify the client that the checks are ready for pick-up</li> </ol>	None	2 minutes	Cash Personnel
	TOTAL:	None	2 days	
Payment thru LD	DAP-ADA			
Payment thru LD	DAP-ADA 1.1 Prepare LDDAP- ADA and SLIIAE	None	10 minutes	Cashier
Payment thru LD	1.1 Prepare LDDAP-	None	10 minutes 2 minutes	Cashier Cashier
Payment thru LD	1.1 Prepare LDDAP- ADA and SLIIAE 1.2 Review and signs the LDDAP-ADA			
Payment thru LD	<ul> <li>1.1 Prepare LDDAP- ADA and SLIIAE</li> <li>1.2 Review and signs the LDDAP-ADA and SLIIAE</li> <li>1.3 Forward the processed LDDAP- ADA and SLIIAE to the Head of Agency</li> </ul>	None	2 minutes	Cashier Cash





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ADA and SLIIAE to the Cash Section			
1.6 Forward the approved LDDAP- ADA and SLIIAE to Landbank of The Philippines	None	1hour	Cash Personnel
1.7 LBP credits the payment to respective payee	None	Within 24 hours upon receipt of LDDAP-ADA	Landbank Personnel
1.8 Cash personnel notify the payees that the payment was already credited with their account	None	Same day	Cash Personnel
TOTAL:	None	2 days	1

