



Republic of the Philippines
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:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	DepEd Employees and external clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Total amount to be paid				
2. Order of Payment		Accounting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Order of Payment from Accounting Section	1.1 Issues Order of payment signed by the Accountant	None	5 Minutes	Accounting Staff
2. Forward to the Cash Section the signed Order of payment form.	2.1 Checks the accuracy of the amount to be paid against the amount indicated on the Order of Payment	None	1 minute	Cash Personnel
	2.2 Prepare Official Receipt and received the amount to be paid	None	2 minutes	Cash Personnel



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

	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
	2.4 Issue Official Receipt to client	None	1 minute	Cash Personnel
TOTAL:		None	10 minutes	



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

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 Section			
Classification:	Simple			
Type of Transaction:	G2G - Government to Government			
Who may avail:	DepEd Employees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Cash Advance (1 Original Copy)		Accounting Unit		
2. Certification of No Unliquidated CA's		Accounting Unit		
3. Other documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No unliquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No unliquidated CA's	None	20 Minutes	Accounting Staff
2. Forward to Head of Office for Approval, then prepare DV and ORS and	2.1 Sign the documentary requirements needed for Cash Advance	None	15 Minutes	Schools Division Superintendent



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

attached documentar y requirement s needed for Cash Advances				
3. Prepare DV and ORS and attached documentar y requirement s needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	1 day	Records
	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents from the Head of Office	None	1 minute	Cash Personnel
	3.3 Encode the received DV to Check and Advice to Debit Account Disbursement Record (CkADADRec)	None	2 minutes	Cashier
	3.4 Encode the transaction thru Electronic Modified Disbursement System (EMDS) for approval of Head of Agency	None	2 minutes	Cashier
	3.5 Head of Agency approves the transaction for	None	2 minutes	Head of Agency



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

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



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

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 Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Client G2G - Government to Government			
Who may avail:	All DepEd Employees and other client			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Disbursement Voucher		Accounting Unit		
2. Other supporting documents		Accounting Unit		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accounting forward Disbursement Vouchers to Cash Section ready for payment.	1.1 Receive the Disbursement Vouchers	None	1 Minute	Cash Personnel
	1.2 Encode the received DV to Check and Advice to Debit Account Disbursement Record (CkADADRec)	None	2 minutes	Cashier



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

Payment thru EMDS:				
	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 minutes	
Payment thru Checks:				
	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



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

	3. Head of Agency approves the transaction for processing of Landbank of the Philippines	None	2 minutes	Head of Agency
	4. Landbank of the Philippines Approves the transaction and credit the amount to the payee	None	Next banking day	Landbank
	5. Forward the checks for signature of Head of Agency	None	Same day	Cash Personnel
	6. Cash personnel notify the client that the checks are ready for pick-up	None	2 minutes	Cash Personnel
TOTAL:		None	2 days	
Payment thru LDDAP-ADA				
	1.1 Prepare LDDAP-ADA and SLIAE	None	10 minutes	Cashier
	1.2 Review and signs the LDDAP-ADA and SLIAE	None	2 minutes	Cashier
	1.3 Forward the processed LDDAP-ADA and SLIAE to the Head of Agency for signature	None	2 minutes	Cash Personnel
	1.4 Review and signs the LDDAP-ADA and SLIAE	None	Same day	Head of Agency
	1.5 Forward the approved LDDAP-	None	Same day	SDS Personnel



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

	ADA and SLIAE to the Cash Section			
	1.6 Forward the approved LDDAP-ADA and SLIAE to Landbank of The Philippines	None	1 hour	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	