



CITIZEN'S CHARTER NO. RO-AF-16. Preparation, Processing and Issuance of Checks

Office or Division:	Cashier Section - Administrative Division	
Classification:	SIMPLE	
Type of Transaction:	G2C - Government to Citizen	
	G2G - Government to Government	
Who may avail:	Internal: Permanent Employees of DENR-NCR Offices, Bureaus (including Central and Regional Offices), and Attached Agencies External: External Clientele who are authorized party or representative	

CHECK LIST OF REQUIREMENTS	WHERE TO SECURE
1. Voucher with complete documentary requirements	Receiving Area, RMD, Basement
2. Government issued ID (present 1 original)	Requesting Party Government Employee
Additional if from the Government Sector	
3. Official Letter Request (1 original)	Requesting Party Government Sector
Additional if applicant is a representative	
4. SPA for representative (1 original, notarized)	Requesting Party, Private Lawyer or Notary Public

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit approved DV and other supporting documents to Cashier Section	Receive and record in Logbook DV and other supporting documents from the office of the approving official and forward to concerned Cashier Staff		10 minutes	Cashier Staff (Receiving/Releasing) Admin. Assistant II
	Review completeness of DV. Check the balance of Notice of Cash Allocation (NCA) against amount of the DV. Attach Check in the DV. Record particulars in Report of Checks Issued and Cancelled (RCIC)		10 minutes	Cashier Staff (Controller of Check) Admin. Officer I
	Prepare/Type particulars of the DV in the CHECK		5 minutes	Cashier Staff Admin. Officer I
	Record Check particulars in Index Card		10 minutes	Cashier Staff Admin. Assistant II Admin. Officer I
	Review and Sign Check		10 minutes /check 20 minutes/ LDDAP-ADA	Cashier Admin. Officer V Admin. Officer I
	Record and forward Check to Countersigning Officials based on Manual of Authorities		10 minutes	Receiving/Releasing Cashier Personnel Admin. Assistant II
	Receive Check, DV and other supporting documents from Cashier Section		5 minutes	Receiving/Releasing ARD MS Personnel Admin. Assistant III OR Receiving/Releasing ORED
	Countersign Check based on Manual of Authorities (ARD MS) MOOE - P500,000.00 PS - No Limit (Regional Executive Director) MOOE - Above P500,000.00 Capital Outlay		10 minutes/ Check 20 minutes/ LDDAP-ADA	Countersigning Official ARD for Management Services Regional Executive Director
	Release Signed Check, DV and other supporting documents from Assistant Regional Director for Management Services to Cashier Section		5 minutes	Receiving/Releasing ARD MS Personnel Admin. Assistant III OR Receiving/Releasing ORED

	From the Office of the Regional Executive Director to the Cashier Section		5 minutes	Admin. Assistant III OR Receiving/Releasing ORED Personnel
	Receive Check, DV and other supporting documents from Office of the approving official		5 minutes	Receiving/Releasing Personnel Admin. Assistant II
	Record Check particulars in the Check Register. Informs the clientele if the check is ready for pick-up		5 minutes	Cashier Staff Admin. Officer I
	Release Check to customer with tax certificate (supplier) from the accounting section		10 minutes	Cashier Staff Admin. Assistant. II
Accomplishes and signs Box C of DV and Check Register				Official Receipt (OR)
	Release of Check to customer is made 24 hours after receipt of the DENR-NCR Servicing Bank of the approved Advice of Check Issued and Cancelled (ACIC)/LDDAP-ADA prepared by the Accounting Section and approved by any of the designated Officials based on Manual of Authorities.			
	Cut-off of ACIC/LDDAP-ADA is 12:00 PM and submission to the servicing bank is 3:00 PM daily			