




























REGIONAL OFFICE SECSIME PROCESS NO. 5

Name of Agencies : Cashier Section, Administrative Division, DENR Regional Office III
Frontline Service : Issuance of Checks or ADA
Schedule of Availability of Service : 8:00 AM – 5:00 PM
Who May Avail of the Service : External Customers (Contractors, Suppliers and Service Providers)
 Internal Customers (DENR Employees and Contractual Personnel)
How to Avail of the Service :

No. [A]	CUSTOMER ACTIVITY [B]	DENR ACTION [C]	OFFICE/PERSON RESPONSIBLE/ LOCATION [D]	DURATION (PER CLAIM) [E]	DOCUMENTARY REQUIREMENTS [F]	AMOUNT OF FEES [G]
1	Submit approved DV and other supporting documents 	Record Receipt LDDAP-ADA or DV (for Check preparation) and other supporting documents from the office of the approving official and forward to concerned Cashier Staff 	 Encarnacion Puno Receiving/Releasing Clerk (Forest Ranger)	5 minutes	Disbursement Voucher (DV) and other supporting documents	
		Review completeness of documents Check the balance of Notice of Cash Allocation (NCA). Prepare Checks and Advice of Checks Issued and Cancelled (ACIC) based on DV Prepare ACIC for ADA	 Encarnacion Puno Controller of Check (Forest Ranger)	10 minutes		

		Record Checks in the Logbook 				
		Sign Check/ADA 	 Bernardo Manuel Administrative Officer III	2 minutes		
		Record and forward Check to countersigning officials based on Manual of Authorities 	 Encarnacion Puno Receiving/Releasing Clerk, (Forest Ranger)	5 minutes		
		Receive Check/ADA and other supporting documents 	 Karmela M. Herrera Receiving Clerk (Computer Operator I – JO), Office of the Assistant Regional Director for Management Services (ARD for MS)	5 minutes		

		Countersign Check/ADA based on Manual of Authorities 	 Tirso P. Parian Jr. Assistant Regional Director for Management Services	5 minutes		
		Record receipt of Check/ADA and forward to Cashier Section 	 Princess Diane C. Sunga Releasing Clerk (Data Encoder I - JO, Office of the Assistant Regional Director for Management Services	5 minutes		
		Receive Check/ADA and other supporting documents 	 Encarnacion Puno Receiving/Releasing Clerk, (Forest Ranger)	5 minutes		
		Encode ADA Particulars in Report of Advice to Debit Account Issued (RADAI) 	 Bernardo Manuel Administrative Officer III	2 minutes		

		Record Check in the Check Disbursement Record Book 	 Encarnacion Puno Cashier Staff (Forest Ranger)	5 minutes		
		Forward ADA and ACIC to the DENR Government Servicing Bank 	 Bernardo Manuel Administrative Officer III	Depends on the location of the Bank *Note: Government Servicing Bank will upload corresponding amount not earlier than 24 hours but not later than 48 hours.		
		Inform the customer if the check is ready for pick up after 24 hours 	 Encarnacion Puno Forest Ranger	2 minutes		
		Release check to customer.	 Encarnacion Puno Forest Ranger	3 minutes		
2	Pick up check					

