



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

## 1. ISSUANCE OF CHECK/s (PLI and SUPPLIER)

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Private Lending Institution (PLI) and Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Disbursement Voucher/s (DV) with complete signatures and attachments		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Confirm payment for check issuance	1.1 Receives and check completeness of documents	none	3 mins.	Cash Section personnel
	1.2 Cashier records DV in the Check and ADA Disbursement Record	none	5 mins.	Cash Section personnel
	1.3. Issues check and print Advice of Check Issued and Cancelled (ACIC)	none	5 mins.	Cash Section personnel





Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

	1.4. Forwards check/s and ACIC with signature to the SDS office/Administrative Officer V	none	5 mins.	Cash Section personnel
	1.5. Submit second copy of check/s and ACIC to DBP-Digos Branch	none	5 mins.	Cash Section personnel
End of Transaction				
<b>TOTAL:</b>			23 mins.	



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
(082) 553-8396 | (082) 553-8376  
[www.depeddigocity.org](http://www.depeddigocity.org) | [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

## 2. ADA Payment to Supplier/PLI

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>	Private Lending Institution (PLI) and Supplier			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>Disbursement Voucher/s (DV) with complete signatures and attachments</li> <li>Official Receipt issued by Supplier/PLI</li> </ol>		Accounting Section and Supplier/PLI		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Confirm payment for ADA payment	1.1 Receives and check completeness of issued official receipt	none	3 mins.	Cash Section personnel
	1.2 Forwards DV together with the issued official receipt to Accounting Section	none	5 mins.	Cash Section personnel
End of Transaction				
<b>TOTAL:</b>			8 mins.	





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**3. LDDAP-ADA and SLIIE for bank deposit (salaries & wages, reimbursements, payments)**

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
<ol style="list-style-type: none"> <li>1. Signed LDDAP-ADA and SLIIE by the Accountant</li> <li>2. DV's included in the LDDAP-ADA</li> </ol>		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	1.1 Receives LDDAP-ADA and DV	none	3 mins.	Cash Section personnel
	1.2 Cashier checks and records LDDAP-ADA and DV in the Check and ADA Disbursement Record	none	5 mins.	Cash Section personnel
	1.3 Submit LDDAP-ADA and SLIIE to DBP	none	5 mins.	Cash Section personnel
End of Transaction				
<b>TOTAL:</b>			<b>13 mins.</b>	





Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

**4. Issuance of Official Receipt (Bid Docs payment and Provident Fund payment/remittance)**

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Order of Payment		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Present order of payment	1.1 Cashier collects payment and issues official receipt	none	2 mins.	Cash Section personnel
End of Transaction				
<b>TOTAL:</b>			2 mins.	

**5. Collection of check payment (PLI and Supplier)**



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 ☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 📠 (082) 553-8396 | (082) 553-8376  
 🌐 [www.depeddigoscity.org](http://www.depeddigoscity.org) ✉ [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	simple			
<b>Type of Transaction:</b>	Government to Client			
<b>Who may avail:</b>				
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Official Receipt		Accounting Section		
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Issues Official receipt	1.1 Checks official receipt and releases check payment	none	2 mins.	Cash Section personnel
End of Transaction				
<b>TOTAL:</b>			2 mins.	

