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| CASH SECTION | | | | | |
| TYPE OF FRONTLINE SERVICE | | FORMS NEEDED | PROCESS | PROCESSING | PERSON-IN-CHARGE |
| 1 | PAYMENTS OF REFUNDS FOR OVERPAYMENT OF SALARY/MOOE/ PROVIDENT LOAN AND BIDDING DOCUMENTS | ORDER OF PAYMENT FROM THE ACCOUNTING UNIT | * RECEIVE THE CASH/CHECK FROM THE PAYOR REPRESENTING THE COLLECTION * ISSUES OFFICIAL RECEIPTS TO ACKNOWLEDGE RECEIPT OF CASH/ CHECK * DEPOSIT DAILY ALL COLLECTION | 1 min  3mins | AO IV  AO IV |
| 2 | RELEASING = PAYMENT THU CHECKS FOR PROVIDENT LOANS & MODIFIED DISBURSING SYSTEM AND PAYMENT THU LDDAP-ADA | * VALID ID/SPA * OFFICIAL RECEIPTS/SALES INVOICE | * CHECK & VALIDATE THE DOCUMENTS * CREDITORS WILL ISSUE OFFICIAL RECEIPTS/ INVOICE & SIGN BOX E OF THE VOUCHER * PAYEE SIGN BOX E OF THE VOUCHER FOR PROVIDENT CHECK * RELEASE THE CHECK | 1min  1min  2min  3min | AOIV /ADAS II  AOIV /ADAS II  AOIV / ADAS II  AOIV / ADAS |
| 3 | RELEASE OF PAYROLL/PAYSLIP/ FORM 7 | VALID ID/ AUTHORIZATION FROM THE PSDS IN THE ABSENCE OF THE DISBURSING OFFICER. | * CHECK & VALIDATE THE DOCUMENTS PRESENTED. * RECEIVE & SIGN THE RELEASING LOG BOOK | 1min  3min | ADAS II  Principal / authorized teacher |