



Republic of the Philippines
 Department of Education
 Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Office of the Schools Division Superintendent

A. Cash Unit

1. Issuance of Office Receipt

Service Description: Official Receipts are issued to clients where transactions have corresponding payments in acknowledgement or proof of receipt of payment made.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2G – Government To Government			
Who May Avail:	Teaching and Non-Teaching Personnel			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Order of Payment – original copy		<u>Accounting Unit/Section</u> for refund of unutilized MOOE, overpayment of salary, payment of provident loan and other similar transactions.		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment from the accounting unit/section.	1.1 Issue Order of Payment	none	3 minutes	Accounting Unit
2. Client present Order of Payment	2.1 Verify the nature and computation of amount due in the Order of Payment.	none	2 minutes	Cashier/Collecting Officer
3. Give necessary payment to the cashier either thru cash or check.	3.1 Receive payment for the issuance of Official Receipt.	*Applicable amount as contained in the Order of Payment	3 minutes	Cashier/Collecting Officer
4. Check and receive the Official Receipt.	4.1 Issue Official Receipt	none	2 minutes	Cashier/Collecting Officer
TOTAL:		*	10 minutes	

N-avigating
 O-pportunities to
 R-eengineer for
 T-ransformation &
 E-mpowerment



Capitol Drive, Estaka, Dipolog City, 7100
 Tel No.: (065) 212-5843
 e-mail address: zn.division@deped.gov.ph



"Be and Do Much Better Each Day
 with a
 Sense of Urgency"