
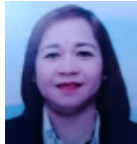




SECSIME NO. R4A-FAD-05. PROCESSING AND ISSUANCE OF CHECKS/ PREPARATION OF: LDDAP-ADA

Office or Division:	FINANCE SECTION – CASH UNIT – FINANCE AND ADMINISTRATIVE DIVISION ENVIRONMENTAL MANAGEMENT BUREAU REGIONAL OFFICE			
Classification:	Simple Transaction			
Type of Transaction:	G2G – Government to Government, G2B – Government to Business, and/or G2C – Government to Citizen			
Who may avail:	EXTERNAL CLIENTS (Contractors, Suppliers and Service Providers) INTERNAL CLIENTS (Officials and Employees of EMB IVA)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Approved Disbursement Voucher and Supporting Documents		From the Accounting Section		
CLIENT STEPS	AGENCY ACTION	FEEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit approved DV and other supporting documents to Cashier Section	Receive and record in the Logbook approved DVs and other supporting documents from the Accounting Section		5 Minutes	 Linda Medina Cashier Staff
	Review completeness of DV, Check the balance of Notice of Cash Allocation (NCA) against amount of the DV, Prepare Check and Notice of Advice and Record particulars in the Report of Checks Issued and Cancelled (RCIC)		30 Minutes	 Grace G. Gargoles OIC, Cashier Section



Receive Check/Copy of LDDAP received by the Bank	Notes: Release of check to Customer is made 24 hours after receipt of the EMB Servicing Bank of the approved Advise of Check Issued and Cancelled (ACIC) prepared by the Cashier Section and approved by the designated Officials based on Manual of Authorities Cut-off and submission of ACIC to the servicing bank 10:00 AM and 2:30 PM daily.			
TOTAL:		NONE	Simple	35 MINUTES