









SECSIME NO. R4A-FAD-08. ISSUANCE OF ORDER OF PAYMENT AND OFFICIAL RECEIPT

Office or Division:	Finance and Admin Division – CASHIER SECTION			
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 (FIRMS, INDUSTRIES, PROJECT PROPONENT AND OTHER STAKEHOLDERS)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Revenue Monitoring Form (Billing Statement)		To be prepared by the CPD Staff		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Request Order of Payment	1.1. Receives and controls billing statement and prepared Order of payment		5 minutes	Technical Staff and or Records Staff
	2.2 Review and signs the order of payment		5 minutes	 SHARON S. TAPIA OIC, Accounting Section
	3.3 Record and releases the order of Payment to the client		5 minutes	Technical Staff and or Records Staff
2. Received and submit filled up and approved order of payment from the Accounting Section and pays the corresponding amount	2.1 Verify order of Payment and receive payment		5 minutes	 Grace G. Gargoles OIC, Cashier Section



	2.2 Prepares and sign Official Receipt		5 minutes	 Grace G. Gargoles OIC, Cashier Section
	2.3 Released the official receipt to the client.		2 minutes	 Linda Medina Cashier Staff
3.Receive Official Receipt	3.1 Prepares and signs official Receipt		5 Minutes	 Grace G. Gargoles OIC, Cashier Section
	3.2 Release the official receipt to the client and records official receipt to the logbook		3 Minutes	 Linda Medina Cashier Staff
TOTAL:		Varies on Type of permits	Simple	35 MINUTES