

**UP DILIMAN CASH OFFICE  
CITIZEN'S CHARTER**

Step No.	Applicant/Client	Service Provided	Duration of Activity	Person-in-Charge	Form	Fees
<b>Cash Disbursement Section (local 2766)</b>						
1	Receives Transmittal Slip together with processed Disbursement Vouchers (DV) from the Accounting Office	<b>Payment of Reimbursements thru Cash (individual)</b>	1 min/DV	Maria Fe Corazon L. Feliciano	DV	None
2		<b>Encode paid Disbursement Vouchers in Modified Disbursement System (MDS)</b>	1 min/DV	Maria Fe Corazon L. Feliciano	.....	None
3		<b>Prepares Weekly Cash Disbursement Report</b>	5 mins.	Maria Fe Corazon L. Feliciano	REPORT OF DISBURSEMENTS	None
<b>Check Preparation Section (local 2761)</b>						
<b>Processing of Payment Through Checks (Individuals and Suppliers)</b>						
1	Receives duly processed Disbursement Vouchers (DV) from Accounting Office	Receives duly processed Disbursement Vouchers (DV) from Accounting Office.  Review Dvs for completeness of signatories	++	Ma. Bernardita M. Dacoco Michael Pinga Raul Apuan	DV	none
2		Encodes, processes and print check	5 mins./check	Ma. Bernardita M. Dacoco Michael Pinga Raul Apuan	CHECK DV	None
3		Stamp check number, date of check on the DVs and on supporting documents	5 mins/DV	Vergel dela Paz Michael Tisorero	CHECK DV	None
4		Review, counter check/Verify prepared/printed checks checks against DV	3 mins/check	Ma. Bernardita M. Dacoco	CHECK Stamped DV	None
5		Secure counter signature of Authorized Counter-Signatory	within the day	Celeste P. Mamaril Head UPD Cash Office	CHECK Stamped DV	None
6		Secure APPROVAL Signature from Authorized Signatory	within the day	Diliman Budget Director and/or Vice Chancellor for Administration	countersigned CHECK Stamped DV	None
<b>Check Releasing Section (local 2760)</b>						
<b>Processing of Request for Check Replacement (Individual and Suppliers)</b>						
1	Submits Request for check replacement indicating reasons for the replacement.	Head of the Cash Office evaluates request endorses to Checks	1 min/ request	Celeste P. Mamaril	CHECK Request	None
2		Preparation Section for checking. Head of Check Preparation Section verifies data on checks issued.	2 mins / Check	Bernardita Dacoco	CHECK	None
3		If verified, payee pays P50.00 per check to be replaced		Melody Dacoco	OR	P 50.00 per check
4		Head of Cash Office endorses request for replacement together with the OR to the Accounting Office for processing of the replacement	1 mins / check	Celeste P. Mamaril	OR Request	None
<b>Payment of Tuition Fees and Other Miscellaneous Fees</b>						
<b>COLLECTION SECTION (local 2762)</b>						
<b>Issuance of Official Receipt (Students and Clients)</b>						
1	Complete billing, request form, statement of accounts from different units and colleges	Receives collection from various sources: rentals, sale of goods and services, tuition and other miscellaneous fees, seminar fees and other fees.	1min/per billing	Melody Dacoco Theresa Cabides Lilibeth Ong	Order of Payment/Billing	Various Amount
2		Encodes payment in the database &	2mins/ per	Melody Dacoco	Official Receipt	Various

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3		Prints detailed Report of Collection from the system.	5mins	Melody Dacoco Theresa Cabides Lilibeth Ong	Report of Daily Collection	
<b>Payment Through Individual Payroll Bank Account</b>						
<b>RADA Section (local 2761)</b>						
<b>RADA (Individual )</b>						
1	Receives Transmittal Slip with duly processed Disbursement Vouchers (DV) from Accounting Office	Checks completeness of attachments / fund code and signatories of DVs	2 mins/DV	Maria Fe Feliciano Marvin de Leon Mark James Deximo	DV	None
2		Checks the validity of employee's account number in the database against the Summary.	2 mins./DV	Maria Fe Feliciano Marvin de Leon Mark James Deximo	DV	None
3		Encodes DVs per fund in the MDS	2 mins./DV	Maria Fe Feliciano Marvin de Leon Mark James Deximo	DV	None
4		Add DVs/Payroll and verifies totals against summary per fund	10 mins/RADA	Maria Fe Feliciano Marvin de Leon Mark James Deximo	RADA	None
5		Prepares Instruction to the bank per fund	within the day	Maria Fe Feliciano Marvin de Leon Mark James Deximo	RADA	None
6		Cash Office Director signs RADA	within the day	Cash Office Director	RADA	None
7		Cashier II forwards Signed RADA to the Vice Chancellor for Administration (OVCA) for signature	within the day	Vice Chancellor for Administration	RADA	None
8		Vice Chancellor for Administration (OVCA) countersigns RADA	within the day	Vice Chancellor for Administration	RADA	None
9		Cashier II Forwards signed RADA with USB/diskette to the bank	within the day	BANK	RADA	None
10		Bank Credits to the individual account of UP Employee	within the day	BANK	RADA	None