



ACCOUNTING DEPARTMENT

Internal Services

5. CERTIFICATION OF CASH ACCOUNTABILITY					
For the disbursing officer to prove that previous cash advance/fund transfer has been liquidated/accounted for in the books . For the collecting officer to comply with the requirement of the Commission on Audit (COA).					
Office or Division:		GENERAL ACCOUNTING DIVISION (GAD)/DISBURSEMENT & CONTROL DIVISION (DCD)			
Classification:		Simple/Complex			
Type of Transaction:					
Who may avail:		Disbursing/Collecting Officer/Regional COA			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Letter Request (1 original copy)			Disbursing/Collecting Officer; Regional COA		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit letter request	1.1 Receive, evaluate and process the request	None	30 minutes	GAD/DCD
		1.2 Print Certification		5 minutes	
		1.3 Review and approve the release of Certification		5 minutes	GAD/DCD-Division Manager
		1.4 Issue the Certification		2 minutes	GAD/DCD
TOTAL			None	42 minutes	