



## ACCOUNTING DEPARTMENT

### Internal Services

<b>4. ORDER OF PAYMENT</b>				
A document issued to Accountable Officer for refund of unused cash advance/fund transfer or settlement				
A document issued to NHA employees with direct payment for Employee Housing/Car Loans				
<b>Office or Division:</b>	GAD / DCD / BAPD			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>				
<b>Who may avail:</b>	Accountable Officer/NHA Employees with Housing/Car Loans			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
Stated request			Requesting party	
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1 Stated request	<b><i>Refund/return of unused CA / Settlement</i></b>	None	20 minutes	GAD / DCD
	1.1 Evaluate the refund/return/settlement of fund			
	1.2. Process Order of Payment			
	1.3 Review and approve the release of Order of Payment			
	<b><i>Employees Housing/Car Loans</i></b>		5 minutes	BAPD
	1.1 Generate updated Statement of Account (SOA)			
	1.2. Process Order of Payment			
	1.3 Review and approve the release of Order of Payment			
1.4 Issue Order of Payment				
<b>TOTAL</b>		<b>None</b>	<b>20 / 5 minutes</b>	