



ACCOUNTING DEPARTMENT

External Services

4. ORDER OF PAYMENT				
A document issued to LGUs/NGAs/Other Government Agencies for return of unused downloaded funds or settlement of loans				
Office or Division:	GENERAL ACCOUNTING DIVISION (GAD)			
Classification:	Simple			
Type of Transaction:	G2G			
Who may avail:	LGUs/NGAs/Other GA			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Stated request			Requesting party	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1 Stated request	1.1 Evaluate the refund/return/settlement of fund	None	5 minutes	Financial Analysis Section
	1.2. Process Order of Payment		5 minutes	
	1.3 Review and approve the release of Order of Payment		5 minutes	
	1.4 Issue Order of Payment		5 minutes	
TOTAL		None	20 minutes	