



TREASURY DEPARTMENT

Internal Services

2. PREPARATION OF CHECKS FOR APPROVED DISBURSEMENT VOUCHERS					
Pertains to issuance of the corresponding checks to audited/approved for payment of obligations of the Authority representing Current Operating Expenditures/Maintenance and Other Operating Expenditures and Capital Outlay					
Office or Division:		CASHIERING DIVISION, TREASURY DEPARTMENT			
Classification:		Simple			
Type of Transaction:		G2G (Government to Government), G2C (Government to Client); G2B (Government to Business)			
Who may avail:		NHA Clientele; Other Government Agencies			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Approved Disbursement Voucher (Original Copy) with complete supporting documents covered by a Record/Document Tracking Form signed by the Regional Manager/Department Manager or authorized Signatory			1. From the Office of the concerned authorized approving Official of the Authority.		
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Office of the authorized Approving Officer transmits approved Disbursement Voucher	1.1 Receives approved Disbursement Vouchers (DVs) from the Office of the concerned approving Official (Office of the General Manager/Office of the Assistant General Manager/Office of the Group Manager, FSG)	None	2 minutes (mins) per approved Disbursement Voucher (DV)	Clerk Proc. A/SG8 Administrative Unit Office of the Department Manager
		1.2 Records approved DVs in the logbook and forwards same to the Cashiering Division for the preparation of the corresponding checks.	None	3 mins per DV	Clerk Proc. A/SG8 Administrative Unit Office of the Department Manager
		1.3 Receives approved DVs /affixes signature acknowledging receipt thereof in the logbook	None	2 mins per DV	Cashier A/SG16 Cashiering Div.



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.4 Prepares checks corresponding to approved DVs per funding source/bank account seeing to it that amount reflected therein tally with amount in words, figure and that the authorized signatories reflected therein is in accordance with the existing rules and regulations/Office Order Re-Delegation of Signing Authority, etc.	None	5 mins per check	Cashier A/SG16 Cashiering Div.
		1.5 Records checks issued in the corresponding Check Register reflecting therein the date the check was issued, name of payee, amount, DV number, and nature of payment, etc.	None	3 mins per check	Cashier A/SG16 Cashiering Div.
		1.6 Reviews/Verifies the proper disbursing account utilized in the issuance of check seeing to it that the check issued is covered with sufficient cash. If found in order (complete staff work), affixes initials on the duplicate copy of the check. Forwards DV with check to the Office of the Manager, Treasury Dept.	None	3 mins per check	Division Manager A/SG 24 Cashiering Division
		1.7 Signs the check.	None	2-3 mins per check	Department Manager/ SG26



CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1.8 Records/Forwards DVs with check to the Office of the concerned Authorized Approving Official, (Office of the General Manager (OGM)/Office of the Asst. General Manager(OAGM)/Office of the Group Manager (FSG),as applicable in compliance to existing rules and regulations.	None	3 mins per check with DV/supporting documents	Liason Aide/SG4 Administrative Unit
		1.9 Receives/records signed checks from OGM/OAGM/OFSG Manager (as applicable), and forwards same to Treasury Department-Cashiering Division.	None	3 mins per check with DV/supporting documents	Clerk Proc. A/SG8 Administrative Unit Office of the Department Manager
		1.10 Receives/safekeeps signed checks for subsequent release to concerned claimants.	None	2 mins per DV	Cashier A/SG16 Cashiering Div.
TOTAL			None	30 mins per DV	