



ACCOUNTING DEPARTMENT

External Services

5. VALIDATION OF EXCESS PAYMENT OF BENEFICIARIES					
Validating and processing of DV for the excess payment of beneficiaries					
Office or Division:	DISBURSEMENT CONTROL DIVISION/BRANCH ACCOUNTING & PROPERTY DIVISION				
Classification:	Simple				
Type of Transaction:	G2C				
Who may avail:	Project Beneficiaries thru the District/Regional Offices				
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
Letter of Request from Claimant			District/Regional Office		
Original OR or Certified True Copy by NHA issuing unit					
Disbursement Voucher (DV)					
Individual Accounts Ledger (IAL) duly signed by District Manager					
Executive Summary					
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1	Submit individual folder of beneficiary containing all the requirements	1.1 Receive, record and forward the folder to BAPD for processing	None	15 minutes	BAPD - Customer Accounts Section
		1.2 Check the accuracy and completeness of the attached supporting documents			
		1.3 Validate and confirm full payment of beneficiary per Accounting records			
		1.4 Forward the DV and supporting documents to DCD-Voucher Section for processing and JEV preparations		15 minutes	DCD - Voucher Section
		1.5 Review the DV, JEV and supporting documents		5 minutes	
		1.6 Review and sign the JEV and DV		5 minutes	
		1.7 Forward to Treasury/Manager, FSG		5 minutes	Administrative Staff
			None	45 minutes	