



Republic of the Philippines  
 DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT  
 DILG Region XIII (CARAGA)

Document Code		
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**Name of Bureau/Service/Division: Finance and Administrative Division**

**MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (EXTERNAL)**

DOCUMENT CODE	DOCUMENT TITLE	REVISION/EDITION					
PROCESSING AND PAYMENT OF CLAIMS							
	Obligation Request and Status						
	Government Accounting Manual (GAM) for National Government Agencies dated January 5, 2016						
	COA Circular 2012-001 dated June 14, 2012						
	Dibursement Voucher						
	Journal Entry Voucher						
FM-QP-R13-FAD-02-02 to 86/REV00/10162017	Checklist (Type of Claim)						
	Advice for Checks Issued and Cancelled						
	RCI						
	Advice for Checks Issued and Cancelled						

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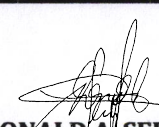
MASTER LIST OF MAINTAINED DOCUMENTED INFORMATION (INTERNAL)

DOCUMENT CODE	DOCUMENT TITLE	REVISION					
		00	01	02	03	04	05
PROCESSING AND PAYMENT OF CLAIMS							
QP-R13-FAD-02	Quality Procedure	10.16.2017					
QO-QP-R13-FAD-02A	Quality Objective (Budget)	10.16.2017					
QME-QP-R13-FAD-02A	Quality Monitoring and Evaluation (Budget)	10.16.2017					
FM-QP-R13-FAD-02-01A	Process Summary Logsheet (Budget)	10.16.2017					
QO-QP-R13-FAD-02B	Quality Objective (Accounting)	10.16.2017					
QME-QP-R13-FAD-02B	Quality Monitoring and Evaluation (Accounting)	10.16.2017					
FM-QP-R13-FAD-02-01B	Process Summary Logsheet (Accounting)	10.16.2017					
QO-QP-R13-FAD-02C	Quality Objective (Cash)	10.16.2017					
QME-QP-R13-FAD-02C	Quality Monitoring and Evaluation (Cash)	10.16.2017					
FM-QP-R13-FAD-02-01C	Process Summary Logsheet (Cash)	10.16.2017					

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DILG – REGION XIII (CARAGA)

# **QUALITY PROCEDURE (QP)**

Document Code

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PROCEDURE TITLE	PROCESSING AND PAYMENT OF CLAIMS		
SCOPE	This process starts from the receipt of supporting documents up to the release of processed DV to the Cash Section for Check/ Advice to Debit Account (ADA) preparation.		
PURPOSE	To define the process of standardization of guidelines and procedures to facilitate the processing of claims in accordance with existing budgeting, accounting, and auditing rules and regulations.		
PROCESS DESCRIPTION			
INPUT		PROCESS	OUTPUT
SUPPORTING DOCUMENTS		PROCESSING AND PAYMENT OF CLAIMS	CHECK/ADA
DESCRIPTIVE STATEMENT: The supporting documents will be submitted to the Budget Section for processing of Obligation Request and Status and then to Accounting Section for checking, verification of documents and availability of funds. Upon completion of the required documents, DV will be processed and submitted to the DILG XIII Internal Control Team for further review. The Internal Control Team shall then forward the processed DV to RD/ARD for approval of payment. The RD/ ARD office will then forward the signed DV to Cash Section for preparation of check/ADA for submission to servicing bank.			

Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
A.	<b>REGIONAL OFFICE</b> <b>PROCESSING OF OBLIGATION REQUEST AND STATUS – BUDGET SECTION</b>			
1.	Budget Staff	Receive supporting documents and process the Obligation Request & Status	<ul style="list-style-type: none"> <li>Record the received supporting documents in the Logbook</li> <li>Review/check the supporting documents</li> <li>Prepare Obligation Request &amp; Status in 3 copies</li> <li>Forward the documents to the Budget Officer</li> </ul>	Logbook / Supporting documents
2	Budget Officer	Review filled out Obligation Request & Status	<ul style="list-style-type: none"> <li>Determine the availability of funds</li> <li>Review completeness and correctness of the details of Obligation Request &amp; Status as to the amount, Object/Expense</li> </ul>	Obligation Request & Status



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>Code and particulars</p> <ul style="list-style-type: none"> <li>Forward the ORS to respective Division Chiefs for signature of Box A as to the validity, legality, charging of the appropriation of funds</li> <li>Sign Box B of Obligation Request &amp; Status certifying that allotment is available and obligated for its deemed purpose</li> <li>Validate the Obligation Request &amp; Status if found correct, allocate funds per Program, Projects and Activities and record to the Registries and Ledgers</li> <li>Forward back the Obligation Request &amp; Status with its supporting documents to the Budget Staff</li> </ul>	
3	Budget Staff	Assign Control Number	<ul style="list-style-type: none"> <li>Log and assign Control Number of the Obligation Request &amp; Status</li> <li>Detach one (1) copy of the Obligation Request &amp; Status for filing and forward the other 2 copies with the supporting documents to the Accounting Section</li> </ul>	Obligation Request & Status





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
4	Budget Staff	Retain records	File copy of Obligation Request& Status	Obligation Request& Status
<b>B. REGIONAL OFFICE</b>				
<b>PROCESSING OF DISBURSEMENT VOUCHER – ACCOUNTING SECTION</b>				
5	Accounting Staff	Receive Obligation Request and Status with the supporting documents and prepare Disbursement Voucher and Journal Entry Voucher	<ul style="list-style-type: none"> <li>Record the received ORS with supporting documents to Logbook</li> </ul> <p>Note: Claims under the Trust Fund does not have ORS and start from this step</p> <ul style="list-style-type: none"> <li>Review completeness and appropriateness of supporting documents</li> </ul> <p><i>(note: if there are lacking documents, return to concerned personnel for appropriate action)</i></p> <ul style="list-style-type: none"> <li>If found in order, record to PSL and prepare Disbursement Voucher, Journal Entry Voucher and assign Disbursement Voucher number</li> </ul>	<p>Obligation Request and Status and supporting documents</p> <p>Corresponding Checklist</p>
6	Regional/Assistant Accountant	Review and Sign Disbursement Voucher	<p>Review as to:</p> <ul style="list-style-type: none"> <li>Completeness of supporting documents, its compliance with auditing and accounting rules and regulations; Correctness of entries in Box B of Disbursement Voucher</li> </ul>	Disbursement Voucher and Supporting Documents



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> <li>Sign Box C of Disbursement Voucher certifying the cash availability, completeness of supporting documents and amount claimed proper</li> <li>Forward to Accounting Staff the signed DV with complete supporting documents</li> </ul>	
7	Accounting Staff	Processed Disbursement Voucher for approval by concerned officials	<ul style="list-style-type: none"> <li>Forward the processed Disbursement Voucher to the DILG XIII Internal Control Team for further review and initial/signature</li> </ul>	Disbursement Vouchers with its supporting documents
8	Internal Control Team	Receive the DV with supporting documents and affix initial/signature	<ul style="list-style-type: none"> <li>Review the DV with supporting documents and affix initial/signature</li> <li>Forward the reviewed DV with supporting documents to the office of the Regional Director/Asst. Regional Director for approval of Box D</li> </ul>	Disbursement Vouchers with its supporting documents
9	Regional/ Assistant Director	Receive the DV with supporting documents and approves Box D	<ul style="list-style-type: none"> <li>Approved DV (signs Box D)</li> <li>Forward Approved DVs with supporting documents to Cash Section for the preparation of Check/Advice to Debit Account (ADA)</li> </ul>	Disbursement Vouchers with its supporting documents





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
10	Accounting Staff	Retain Records	<ul style="list-style-type: none"> <li>Filed copies of DV with supporting documents forwarded by cash section after segregation of COA and accounting file</li> </ul>	DV with supporting documents
C	<b>REGIONAL OFFICE</b>  <b>PAYMENT OF CLAIMS – CASH SECTION</b>			
11	Cashier	Receive Approved Vouchers with complete supporting documents	<ul style="list-style-type: none"> <li>Review completeness of supporting documents &amp; signatures</li> <li>If complete, for Trust Fund Accounts, prepare and issue checks and record in the Check Disbursement Record the details of payments</li> <li>If complete, for MDS Account, check if payee has a Land Bank of the Philippines account</li> </ul> <p><b>CLAIMANTS WITH LAND BANK OF THE PHILIPPINES ACCOUNTS</b></p> <ul style="list-style-type: none"> <li>Prepare and sign the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA) and record/encode in the Check Disbursement Record</li> <li>Forward to the Regional/Asst. Accountant for</li> </ul>	<p>Disbursement Voucher</p> <p>Checks /check Disbursement Record/ Cash Book</p> <p>List of Claimants with Land Bank of the Philippines Account</p> <p>Approved Disbursement Vouchers</p> <p>List of Claimants with Land Bank of the Philippines Account Approved</p>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>verification /signing the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA)</p> <p>FOR CLAIMANTS WITHOUT LAND BANK OF THE PHILIPPINES ACCOUNT</p> <ul style="list-style-type: none"> <li>• Prepare the issuance of checks and sign then record/encode in the Check Disbursement Record</li> <li>• Forward the approved voucher with signed issued checks for approval of the Regional Director or Asst. Regional Director</li> </ul>	<p>Disbursement Voucher</p> <p>List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA)</p> <p>Approved Disbursement Voucher /Check Disbursement Record / Issued Checks</p> <p>Approved/signed issued checks</p>
12	Regional/Asst. Accountant	Verification/signing of List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA)	<p>CLAIMANTS WITH LAND BANK OF THE PHILIPPINES ACCOUNTS</p> <ul style="list-style-type: none"> <li>• Verify and Sign List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA) if the entries are accurate. If inaccurate entries, notify the cashier to correct the entries.</li> </ul> <p>Forward to Regional Director/Asst.Regional Director for</p>	<p>Disbursement Voucher</p> <p>Issued Checks</p> <p>Bank Advice/LDDAP-ADA</p> <p>LDDAP-ADA</p>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			approval/signature	
13	<b>Regional Director/ Asst. Regional Director</b>	<ul style="list-style-type: none"> <li>Approve/sign List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA)</li> <li>Received the approved vouchers with signed checks from the cashier</li> </ul>	<p>Approved/ sign the List of Due and Demandable Accounts Payable – Advice to Debit Accounts (LDDAP ADA) then forward to the Cashier for submission to LBP</p> <ul style="list-style-type: none"> <li>Approve /Sign the check and forward to the Cashier for preparation of Bank Advice of checks issued and Cancelled</li> </ul>	<p>LDDAP-ADA</p> <p>Approved DV &amp; approved checks</p>
14	<b>Cashier</b>	Preparation of Bank Advice of Checks Issued and Cancelled	Prepare Bank Advice of checks issued and Cancelled then forward to the Regional/Asst. Regional Director for approval	Approved DV & approved checks
15	<b>Regional Director/Asst. Regional Director</b>	Review and Approval of the LBP Advice of Checks Issued and Cancelled	Approved/ sign the LBP Bank Advice of Checks Issued then forward to the Cashier for submission to LBP	LBP Advice of Checks Issued & Cancelled
16	<b>Cashier</b>	Submit the Bank Advice / LDDAP ADA to Land Bank of the Philippines	Segregate Bank Advice of Checks Issued for office file and for submission to LBP	Bank Advice of Checks Issued and Cancelled/LDDAP-ADA
17	<b>Cashier</b>	Retain Records	File copies of ADA/Bank Advice	R13-SP-02
<b>D.</b>	<b>FIELD OPERATING UNIT</b>  <b>D.1 PROCESSING OF OBLIGATION REQUEST AND STATUS AND DISBURSEMENT VOUCHERS – ACCOUNTING CLERK</b>			
1	<b>ACCOUNTING CLERK</b>	Receive supporting documents and process the ORS, DV and JEV	<ul style="list-style-type: none"> <li>Record the received supporting documents in the PSL</li> <li>Review/check /verify the completeness of supporting documents</li> <li>Determine the availability of funds</li> </ul>	<ul style="list-style-type: none"> <li>PSL</li> <li>Supporting documents</li> <li>Checklist</li> </ul>



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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<ul style="list-style-type: none"> <li>- If funds available and supporting documents are complete, prepare ORS, DV and JEV</li> <li>Assign Control Number For ORS, DV and JEV and record the details in the PSL</li> <li>Sign Box B of ORS certifying allotment available and obligated for the purpose/adjustment necessary and Box C of Disbursement Voucher certifying cash availability and supporting documents complete and amount claimed proper.</li> <li>Forward the processed ORS and DV to Program/ Outcome Manager for signature of Box A</li> </ul> <p>If no funds available, prepare request letter for funding to Budget Section at RO</p> <ul style="list-style-type: none"> <li>If incomplete documents, , return to concerned personnel for compliance of the lacking documents per checklist</li> </ul>	<ul style="list-style-type: none"> <li>• ORS from RO</li> <li>• Supporting documents</li> <li>• PSL</li> <li>• ORS, DV, JEV and supporting documents</li> <li>• Request letter</li> <li>• Checklist</li> </ul>
2	<b>PROGRAM/ OUTCOME MANAGER</b>	Review and sign ORS and DV Box A	<ul style="list-style-type: none"> <li>Review supporting documents and sign Box A of Obligation Request and Status (ORS) as to charges to appropriation/allotment are necessary, lawful</li> </ul>	<ul style="list-style-type: none"> <li>• ORS, DV with supporting documents</li> </ul>





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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>and under direct supervision and supporting documents valid, proper and legal; Sign Box A of Disbursement Voucher (DV) as to expenses/Cash advance necessary, lawful and incurred under direct supervision</p> <ul style="list-style-type: none"> <li>Forward the signed DV to the Provincial Director for the approval of Box D</li> </ul>	
3	PROVINCIAL DIRECTOR	Review and sign DV	<ul style="list-style-type: none"> <li>Provincial Director approved the DVs (signs Box D)</li> <li>Forward Approved DVs to Disbursing Officer for the preparation of Advice to Debit Account (ADA)/Check Issuance</li> </ul>	DV with supporting documents
4	ACCOUNTING CLERK	Retain Records	<ul style="list-style-type: none"> <li>Filed copies of DV with supporting documents forwarded by Disbursing Officer after segregation of COA and accounting file</li> </ul>	<ul style="list-style-type: none"> <li>ORS, DV with supporting documents</li> </ul>
D.	<p><b>FIELD OPERATING UNIT</b></p> <p><b>D.2 PAYMENT OF CLAIMS – DISBURSING OFFICER</b></p>			
5	DISBURSING OFFICER	Receive Approved Vouchers with complete supporting documents	<ul style="list-style-type: none"> <li>Review completeness of supporting documents &amp; signatures</li> <li>If complete, prepare and issue checks (Bank Advice)/ADA and record the details in the Check Disbursement</li> </ul>	<ul style="list-style-type: none"> <li>DV with supporting documents</li> <li>Checklist</li> <li>Checks Disbursement Record/ Cash Book</li> </ul>



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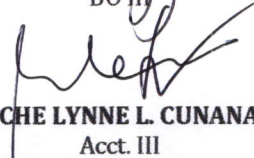
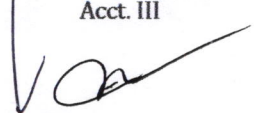
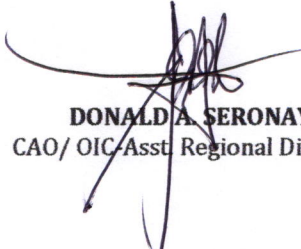

# **QUALITY PROCEDURE (QP)**

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Step No.	Responsible Personnel	PROCESS/ACTIVITY	Details	References
			<p>Record/Cash Book</p> <ul style="list-style-type: none"> <li>Record the details of payments in the PSL</li> <li>Sign the prepared checks/ADA and forward to Provincial Director for signature</li> </ul>	<p>PSL</p> <p>Check/ADA</p>
6	<b>PROVINCIAL DIRECTOR</b>	<ul style="list-style-type: none"> <li>Received checks (Bank Advice) /ADA for approval</li> </ul>	Sign/Approves the Check (Bank Advice)/ADA and forward to Disbursing officer for submission to LBP	<ul style="list-style-type: none"> <li>Check/ADA</li> </ul>
7	<b>DISBURSING OFFICER</b>	Retain records	File copies of Check (Bank Advice)/ADA	R13-SP-02

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<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





DILG -REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

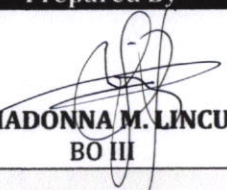
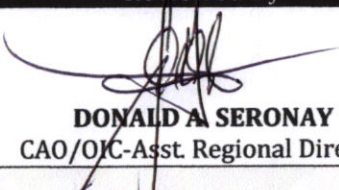
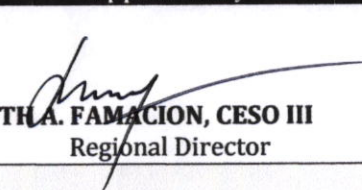
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<b>OFFICE</b>	<b>Finance and Administrative Division – Regional Office</b>
<b>QUALITY PROCEDURE TITLE</b>	<b>PROCESSING AND PAYMENT OF CLAIMS- BUDGET SECTION</b>

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
• <b>PROCESSING AND PAYMENT OF CLAIMS</b>	1. 80% of ORS Processed/Obligated	80%	<ul style="list-style-type: none"><li>➤ Expected No. Of payables received in processing the ORS</li><li>➤ Actual No. Of ORS processed/obligated</li><li>➤ Total No. Of ORS obligated / Expected No. Of payables received for ORS X 100%</li></ul>	Monthly	Budget	Logbook/Process Summary Log Sheet

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<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>



DILG - REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

Document Code

**QME-QP-R13-FAD-02A**

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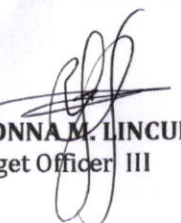
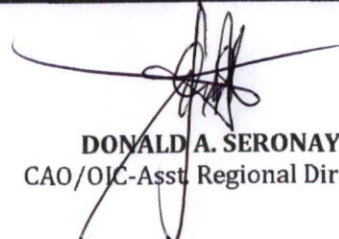
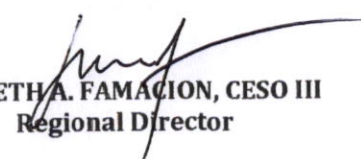
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<b>OFFICE</b>	Finance and Administrative Division - Budget Section													
<b>PROCEDURE TITLE</b>	PROCESSING AND PAYMENT OF CLAIMS													
<b>OBJECTIVE STATEMENT</b>	80% of Obligation Request Slip Prepared/Obligated													
<b>CURRENT PERIOD</b>														
	<b>INDICATORS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
	Objective : 80% of ORS prepared/obligated													
A	Actual No. of ORS Processed/Obligated													
B	Total No. of Payables Received													
C	Total No. of ORS unprocessed													
D	ORS Obligated/Expected Payables X 100%													
	Target Result : 80%													
E	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Note: For unmet targets, the QMS secretariat will issue Corrective Action Report (CAR) signed by the concerned Deputy QMR/QMR.</b>														

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DILG – REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

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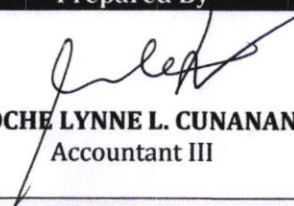
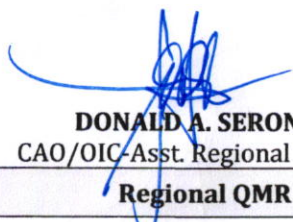
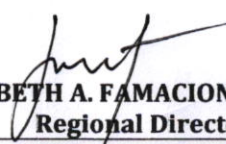
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<b>OFFICE</b>	<b>Finance and Administrative Division – REGIONAL OFFICE/FIELD OPERATING UNIT</b>													
<b>PROCEDURE TITLE</b>	<b>PROCESSING AND PAYMENT OF CLAIMS – ACCOUNTING</b>													
<b>OBJECTIVE STATEMENT</b>	80% of Disbursement Voucher with complete supporting documents release within 5 working days													
<b>CURRENT PERIOD</b>														
	<b>INDICATORS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEPT</b>	<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	<b>Total</b>
	Objective: 80% of Disbursement Voucher with complete supporting documents release within 5 working days													
A	Total number of Disbursement Vouchers released within 5 working days													
B	Total number of Disbursement Vouchers released													
C	Formula: $\frac{A}{B} \times 100$ Target Result : 80%													
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Note: For unmet targets, the QMS secretariat will issue Corrective Action Report (CAR) signed by the concerned Deputy QMR/QMR.</b>														

Prepared By	Reviewed By	Approved By
 <b>ROCHE LYNNE L. CUNANAN</b> Accountant III <b>Process Owner</b>	 <b>DONALD A. SERONAY</b> CAO/OIC-Asst. Regional Director <b>Regional QMR</b>	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director <b>Top Management</b>





OBLIGATION REQUEST AND STATUS				Serial No. : _____			
_____ Entity Name				Date : _____			
				Fund Cluster : _____			
Payee							
Office							
Address							
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount			
	Total						
A.	<b>Certified:</b> Charges to appropriation/allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal			<b>B.</b>			
	Signature : _____ Printed Name: _____ Position : _____ Head, Requesting Office/Authorized Representative Date : _____			Signature : _____ Printed Name: _____ Position : _____ Head, Budget Division/Unit/Authorized Representative Date : _____			
C.	STATUS OF OBLIGATION						
Reference			Amount				
Date	Particulars	ORS/JEV/Check/ADA/TRA No.	Obligation	Payable	Payment	Balance	
						Not Yet Due	Due and Demandable
			(a)	(b)	(c)	(a-b)	(b-c)



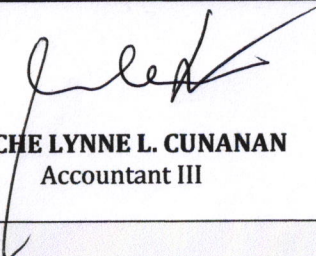
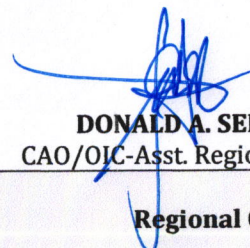
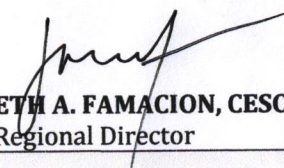
DILG - REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

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OFFICE	Finance and Administrative Division - REGIONAL OFFICE/FIELD OPERATING UNIT
QUALITY PROCEDURE TITLE	PROCESSING AND PAYMENT OF CLAIMS - ACCOUNTING

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
TO PROCESS ALL DISBURSEMENT VOUCHERS	Timely release of Disbursement Voucher with complete supporting documents within 5 working days	80%	(Total number of Disbursement Vouchers released within 5 working days/Total number of Disbursement Vouchers released) x 100	Monthly	Accountant	Process Summary Log Sheet

Prepared By	Reviewed By	Approved By
 <b>ROCHE LYNNE L. CUNANAN</b> Accountant III	 <b>DONALD A. SERONAY</b> CAO/OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
Process Owner	Regional QMR	Top Management





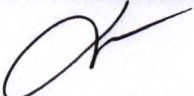
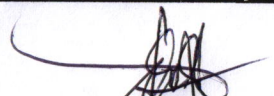

DILG –REGION XIII (CARAGA)

**QUALITY  
OBJECTIVE (QO)**

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OFFICE	Finance and Administrative Division – Regional Office/Field Operating Unit
QUALITY PROCEDURE TITLE	PROCESSING AND PAYMENT OF CLAIMS - Cashier/Disbursing Officer

Function	Key Performance Indicators (KPI)			Frequency of Monitoring Results	Responsible for Monitoring	Applicable Documents (Procedures) and Forms (Records), including applicable Legal Requirements
	Objective	Target	Indicator/Formula (if applicable)			
• PROCESSING AND PAYMENT OF CLAIMS	Timely issuance of Checks/ LDDAP - ADA within 5 working days	80%	➤ (Total No. Of Checks & LDDAP - ADA issued within 5 working days/ Total Number of Approved Vouchers Received) x 100	Monthly	Cashier	Process Summary Log Sheet

Prepared By	Reviewed By	Approved By
 IMELDA L. ENDENCIA Cashier III	 DONALD A. SERONAY CAO/OIC-Ass't. Regional Director	 LILIBETH A. FAMACION, CESO III Regional Director
Process Owner	Regional QMR	Top Management

[illegible]



_____ <b>Entity Name</b>		<b>Fund Cluster :</b>  <b>Date :</b> <b>DV No. :</b>	
<b>DISBURSEMENT VOUCHER</b>			
<b>Mode of Payment</b>	<input type="checkbox"/> MDS Check <input type="checkbox"/> Commercial Check <input type="checkbox"/> ADA <input type="checkbox"/> Others (Please specify)		
<b>Payee</b>		<b>TIN/Employee No.:</b>	<b>ORS/BURS No.:</b>
<b>Address</b>			
Particulars	Responsibility Center	MFO/PAP	Amount
<b>Amount Due</b>			
<b>A.</b> Certified: Expenses/Cash Advance necessary, lawful and incurred under my direct supervision.  <div style="text-align: center; margin-top: 20px;">         _____          Printed Name, Designation and Signature of Supervisor       </div>			
<b>B.</b> Accounting Entry:			
Account Title	UACS Code	Debit	Credit
<b>C. Certified:</b> <input type="checkbox"/> Cash available <input type="checkbox"/> Subject to Authority to Debit Account (when applicable) <input type="checkbox"/> Supporting documents complete and amount claimed proper		<b>D. Approved for Payment</b>	
<b>Signature</b>		<b>Signature</b>	
<b>Printed Name</b>		<b>Printed Name</b>	
<b>Position</b>		<b>Position</b>	
	Head, Accounting Unit/Authorized Representative		Agency Head/Authorized Representative
<b>Date</b>		<b>Date</b>	
<b>E. Receipt of Payment</b>			<b>JEV No.</b>
Check/ADA No. :		Date :	Bank Name & Account Number:
Signature :		Date :	Printed Name:
Official Receipt No. & Date/Other Documents			Date



DILG – REGION XIII (CARAGA)

**PROCESS QUALITY MONITORING AND  
EVALUATION (QME)**

Document Code

**QME-QP-R13-FAD-02C**

Rev. No.

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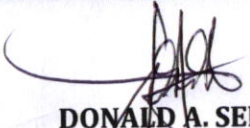
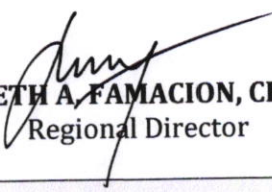
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<b>OFFICE</b>	<b>Finance and Accounting Division – Regional Office/Field Operating Unit</b>													
<b>PROCEDURE TITLE</b>	<b>PROCESSING AND PAYMENT OF CLAIMS- Cashier/ Disbursing Officer</b>													
<b>OBJECTIVE STATEMENT</b>	80% issuance of Checks/List of Due Demandable Accounts Payable –Advice to Debit Account within 5 working days													
<b>CURRENT PERIOD</b>														
	<b>INDICATORS</b>	<b>JAN</b>	<b>FEB</b>	<b>MAR</b>	<b>APR</b>	<b>MAY</b>	<b>JUN</b>	<b>JUL</b>	<b>AUG</b>	<b>SEP</b>	<b>OCT</b>	<b>NO V</b>	<b>DEC</b>	<b>Total</b>
	Objective : 80% issuance of checks & LDDAP -ADA within 5 working days													
A	Total No. of Checks & LDDAP-ADA issued within 5 working days													
B	Total No. of Approved Disbursement Vouchers received													
C	Formula: (A/B) x 100%	Target Result : 80% within 5 working days												
D	Gap Analysis: (In case the objective is not met, put your analysis why it is not met)													
<b>Note: For unmet targets, the QMS secretariat will issue Corrective Action Report (CAR) signed by the concerned Deputy QMR/QMR.</b>														


<b>Prepared By</b>	<b>Reviewed By</b>	<b>Approved By</b>
 <b>IMELDA L. ENDENCIA</b> Cashier II	 <b>DONALD A. SERONAY</b> CAO/OIC-Asst. Regional Director	 <b>LILIBETH A. FAMACION, CESO III</b> Regional Director
<b>Process Owner</b>	<b>Regional QMR</b>	<b>Top Management</b>





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Prepared By




**IMELDA L. ENDENCIA**

Cashier II

**PROCESS OWNER**

Noted By



**DONALD A. SERONAY**

CAO/QIC-Asst. Regional Director

**REGIONAL QMR**

**Period Covered:** \_\_\_\_\_

**Bank Name/Account No. :** \_\_\_\_\_

Sheet No.: \_\_\_\_\_

[illegible]

### CERTIFICATION

I hereby certify on my official oath that this Report of Checks Issued in \_\_\_\_\_ sheet(s) is a full, true and correct statement of all checks issued by me during the period stated above for which Check Nos. \_\_\_\_\_ to \_\_\_\_\_ inclusive, were actually issued by me in payment for obligations shown in the attached disbursement vouchers/payroll.

Name and Signature of Disbursing Officer/Cashier

Official Designation

Date \_\_\_\_\_



## ADVICE OF CHECKS ISSUED AND CANCELLED

---

Bank Account No. \_\_\_\_\_ Organization Code : \_\_\_\_\_

Date \_\_\_\_\_ Area Code : \_\_\_\_\_

Area Code : \_\_\_\_\_

NCA No. : \_\_\_\_\_

[illegible]

Total number of checks: \_\_\_\_\_ Amount in words \_\_\_\_\_

CANCELLED CHECK		
Check No.	Date Issued	Remarks

<b>Certified Correct By:</b>  Signature over Printed Name of Disbursing Officer/Cashier/Head of Cash/Treasury Unit	<b>Received by:</b>  Signature over Printed Name of GSB personnel who received the ACIC
<b>Approved by:</b>  Signature over Printed Name of Head of Office/Unit or his/her authorized representative	<b>Delivered by:</b>  Signature over Printed Name of Agency personnel who delivered the ACIC to the GSB

### REPORT SUMMARY

Number of ACIC(s) : \_\_\_\_\_

Grand Total : \_\_\_\_\_

Amount in Words : \_\_\_\_\_

**Certified Correct by :**
**Received by:**

Signature over Printed Name of Disbursing  
Officer/Cashier/Head of Cash/Treasury Unit

Signature over Printed Name of GSB personnel who  
received the ACIC

**Approved by:**
**Delivered by:**

Signature over Printed Name of Head of  
Office/Unit or his/her authorized representative

Signature over Printed Name of Agency personnel who  
delivered the ACIC to the GSB



# **LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE - ADVICE TO DEBIT ACCOUNTS (LDDAP-ADA)**

Department : \_\_\_\_\_  
 Entity Name : \_\_\_\_\_  
 Operating Unit : \_\_\_\_\_

LDDAP-ADA No. \_\_\_\_\_  
 Date : \_\_\_\_\_  
 Fund Cluster : \_\_\_\_\_

**MDS-GSB BRANCH/MDS SUB ACCOUNT NO.:** \_\_\_\_\_

I. LIST OF DUE AND DEMANDABLE ACCOUNTS PAYABLE (LDDAP)							
CREDITOR		Obligation Request and Status No.	ALLOTMENT CLASS per (UACS)	In Pesos			REMARKS
NAME	PREFERRED SERVICING BANKS/SAVINGS/CURRENT ACCOUNT NO.			GROSS AMOUNT	WITHHOLDING TAX	NET AMOUNT	
I. Current Year A/Ps							FOR MDS- GSB USE ONLY
Sub-total							
II. Prior Year's A/Ps							
Sub-total							
TOTAL				P _____	P _____	P _____	-
<div style="display: flex; justify-content: space-between;"> <div> <p>I hereby warrant that the above List of Due and Demandable A/Ps was prepared in accordance with existing budgeting, accounting and auditing rules and regulations.</p> <p>Certified Correct:</p> <p>_____            (Signature over Printed Name)            Head of Accounting Division/Unit</p> </div> <div> <p>I hereby assume full responsibility for the veracity and accuracy of the listed claims, and the authenticity of the supporting documents as submitted by the claimants.</p> <p>Approved:</p> <p>_____            (Signature over Printed Name)            Head of Agency or Authorized            Official</p> </div> </div>							
II. ADVICE TO DEBIT ACCOUNT (ADA)							
<p><b>To: MDS-GSB of the Agency</b></p> <p>Please debit MDS Sub-Account Number : _____</p> <p>Please credit the accounts of the above listed creditors to cover payment of accounts payable</p> <p><b>TOTAL AMOUNT :</b> _____ <b>P</b> _____</p> <p align="center">(In Words)</p> <p align="center"><b>Agency Authorized Signatories</b></p> <p>1. _____ 2. _____</p> <p align="center"><i>(Erasures shall invalidate this document)</i></p>							



DILG REGION XIII (CARAGA)

**Process Summary Logsheets-Budget**

QUALITY OBJECTIVE: 80 % of obligation request slip prepared/obligated  
FREQUENCY OF MONITORING: Monthly  
CURRENT PERIOD:  
DUE DATE OF SUBMISSION: 5th day of issuing month

Document Code

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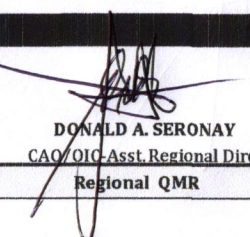
No.	Supporting Documents Date received	Requesting Unit/Division/Section	Prepared		Payee	Type of Claim /Particulars	ORS Amount	Date Forwarded to Accounting	No. of days processed	Objective Results			Remarks/Particulars
			ORS Date	ORS No.						Met	Unmet	Remarks, if Unmet	
1													
2													
3													
4													
5													
TOTAL													
RESULT													

Prepared By

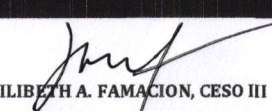
  
PRIMADONNA M. LINCUNA  
Budget Officer III

Process Owner

Reviewed By

  
DONALD A. SERONAY  
CAO/OIC-Asst. Regional Director  
Regional QMR

Noted By

  
LILIBETH A. FAMACION, CESO III  
Regional Director  
TOP MANAGEMENT