



PROCESSING AND PAYMENT OF CLAIMS OF BRANCH CREDITORS				
Service Description	The service involves payment of money claims of various external creditors of the Branch Office			
Office or Division	Administrative Unit – Branch Office			
Classification	Simple Transaction			
Type of Transaction	G2B; G2G; G2C			
Who May Avail	<ul style="list-style-type: none"> - Suppliers/Contractors/Consultants - Other external creditors 			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Statement of Account or billing statement (original copy) 2. Supporting documents as proof of claim (1 photocopy each)			From the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit billing statement or statement of account or proof of claim (Administrative-Branch Office (BO))	1.1 Prepare disbursement voucher and attach all supporting documents	None	15 minutes	Computer Operator BO
	1.2 Sign Box A of voucher	None	5 minutes	Administrative Officer BO
	1.3 Log out and transmit voucher to Accountant	None	3 minutes	Computer Operator BO
	1.4 Determine completeness of documents, account charging, and process voucher; sign on Box B	None	15 minutes	Accountant BO
	1.5 Transmit to the Office of the Branch Manager	None	2 minutes	

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Receive and log in	None	2 minutes	Secretary BO
	1.7 Approve and sign: BURS- Box B DV- Box C	None	5 minutes	Branch Manager OAd
	1.8 Log out and transmit to the Cashier	None	2 minute	Secretary BO
	1.9 Receive approved voucher and prepare check	None	5 minutes	Cashier BO
	1.10 Transmit to Branch Manager	None	2 minute	
	1.11 Verify and sign check	None	5 minutes	Branch Manager BO
	1.12 Log out and transmit to Cashiering unit	None	2 minutes	Secretary BO
	1.13 Receive approved check and log in Warrant of Checks	None	5 minutes	Cashier BO
2. Receive check payment (Cashier's Office -BO)	2.1 Release check to claimant	None	3 minutes	Cashier BO
3. Sign in Warrant of Checks logbook (Cashier's Office-BO)	3.1 Request client to sign in warrant logbook	None	2 minutes	Cashier BO



CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Issue OR to NTA (Cashier's Office-BO)	4.1 Receive OR	None	2 min	Cashier BO
Total processing time			0 Day, 1 Hr, 15 Mins	