



PROCESSING AND PAYMENT OF CLAIMS OF EMPLOYEES				
Service Description	The service involves payment of money claims of active NTA employees			
Office or Division	Administrative Unit – Branch Office			
Classification	Simple Transaction			
Type of Transaction	G2C			
Who May Avail	NTA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement voucher (1 duplicate) 2. Supporting documents as proof of claim (one photocopy each)			} From the Employee-Payee	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit disbursement voucher with supporting documents (Administrative-Branch Office (BO))	1.1 Receive disbursement and check completeness of supporting documents; and transmit to concerned official for approval of claim	None	3 minutes	<i>Computer Operator</i> Administrative-BO
	1.2 Sign Box A of disbursement voucher (depending on nature of claim)	None	5 minutes	<i>Administrative Officer/Chief Ag</i> BO
	1.3 Process voucher: Determine completeness of documents, account charging and sign Box B	None	15 minutes	<i>Accountant</i> BO
	1.4 Log out and transmit to Office of the BM	None	2 minute	<i>Computer Operator</i> Administrative-BO

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Receive voucher and log	None	2 minutes	Secretary BO
	1.6 Approve and sign: BURS- Box B DV- Box C	None	5 minutes	Branch Manager BO
	1.7 Log out and transmit to cashiering unit	None	2 minute	Secretary BO
	1.8 Receive approved voucher	None	1 minute	Cashier BO
	1.9 Prepare and sign check	None	10 minutes	Cashier BO
	1.10 Transmit to Branch Manager	None	2 minute	
	1.11 Receive and log check for approval	None	2 minutes	Secretary BO
	1.12 Approve/Sign check	None	5 minutes	Branch Manager
	1.13 Log out and transmit approved check	None	2 minutes	Secretary BO
	1.14 Receive approved check and log in Warrant of Checks	None	2 minutes	Cashier BO
2. Receive check payment and sign voucher (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	3 minutes	
Total processing time			0 Day, 1 Hr, 4 Min	