



PROCESSING AND PAYMENT OF CLAIMS OF EMPLOYEES				
<b>Service Description</b>	The service involves payment of money claims of active NTA employees.			
<b>Office or Division</b>	Budget and Cash Management Division – Finance Department			
<b>Classification</b>	Simple Transaction			
<b>Type of Transaction</b>	G2C			
<b>Who May Avail</b>	NTA Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Disbursement voucher 2. Supporting documents as proof of claim			} From the Applicant	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit disbursement voucher with supporting documents	1.1 Receive disbursement and check completeness of supporting documents	None	3 minutes	<i>Cash Clerk III</i> Budget and Cash Mgt Division (BCMD) - FD
	1.2 Process voucher, determine & initial as to funds availability	None	5 minutes	<i>Budget Officer II/IV/V</i> BCMD-FD
	1.3 Verify and sign funds availability	None	1 minute	<i>Department Manager</i> FD
	1.4 Log out and transmit to Accounting Division	None	1 minute	<i>Cash Clerk III</i> BCMD-FD
	1.5 Determine completeness of documents, account charging and process voucher	None	15 minutes	<i>Financial Analyst</i> Accounting Div. – FD

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Verify, certify and sign on Box B	None	10 minutes	<i>Chief Accountant</i> Accounting Div. - FD
	1.7 Log out and transmit to the Administrator's Office (AO)	None	2 minutes	<i>Bookkeeper</i> Accounting Div. - FD
	1.8 Initial Box C of voucher	None	1 minute	<i>Department Manager</i> FD
	1.9 Log-out and transmit to AO	None	2 minutes	<i>Secretary</i> FD
	1.10 Receive voucher and log in	None	2 minutes	<i>Private Sec</i> AO
	1.11 Approve and sign: BURS- Box B DV- Box C	None	5 minutes	<i>Administrator</i> AO
	1.12 Log out and transmit to the FD	None	1 minute	<i>Private Sec</i> AO
	1.13 Receive approved voucher	None	1 minute	<i>Secretary</i> FD
	1.14 Approve for check preparation	None	1 minute	<i>Dept Manager III</i> FD
	1.15 Log out and transmit to BCMD	None	1 minute	<i>Secretary</i> FD
	1.16 Prepare check payment	None	2 minutes	<i>Spvng Cashier</i> BCMD-FD
	1.17 Review and initial on check	None	1 minute	<i>Budget Officer IV/V</i> BCMD-FD

CLIENT STEPS	AGENCY ACTION	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.18 Transmit to Finance Manager	None	1 minute	Cash Clerk BCMD-FD
	1.19 Verify and sign check	None	2 minutes	Dept Manager III FD
	1.20 Log out and transmit to AO	None	2 minutes	Secretary FD
	1.21 Receive and log voucher	None	2 minutes	Private Sec AO
	1.22 Approve/Sign check	None	5 minutes	Administrator AO
	1.23 Log out and transmit approved check	None	2 minutes	Private Sec. AO
	1.24 Receive approved check and log in Warrant of Checks	None	2 minutes	Cash Clerk III/Cashier II/ Spvng Cashier BCMD-FD
2. Receive check payment and sign voucher	2.1 Release check to claimant	None	3 minutes	Cash Clerk III/Cashier II/ Spvng Cashier BCMD-FD
3. Sign in Warrant of Checks logbook	3.1 Request client to sign in warrant logbook	None	2 minutes	Cash Clerk III/Cashier II/ Spvng Cashier BCMD-FD
<b>Total processing time</b>			<b>0 Day, 1 Hr, 15 Min</b>	