
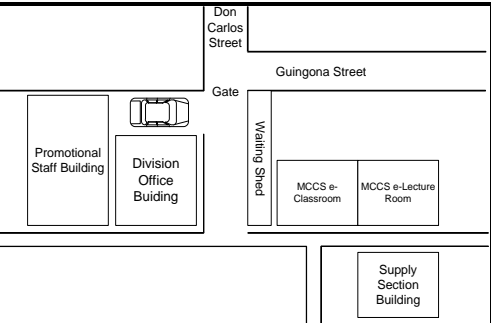


|   |                                       |                             |  |
|---|---------------------------------------|-----------------------------|--|
|    | <b>Issuance and Release of Checks</b> |                             |  |
|   | Department                            | Department of Education     |  |
|   | Division                              | Division of Malaybalay City |  |
|   | Department Head                       | Edilberto L. Oplenaria      |  |
| Contact No's  | (088) 813-2894 / 221-4597             |                             |  |
| <b>SERVICE DESCRIPTION</b>  |                                       |                             | Location:<br>Corner Don Carlos-Guingona Streets, Barangay 3, Malaybalay City       |
| Issuance and release of checks for salary claim, honorarium and other benefits, payments of supplies and materials, reimbursement, and cash advances in accordance with the accounting and COA rules and regulations in disbursing funds of the Division. |                                       |                             |  |

|                       |  |
|-----------------------|--|
| CLIENT GROUP          | All teaching & non-teaching employees                    |
| SERVICE SCHEDULE      | Monday – Friday (8:00AM – 12:00 Noon to 1:00PM – 5:00PM) |
| TOTAL PROCESSING TIME | 25 minutes   |
| TOTAL FEES            | None   |
| REQUIREMENTS          | None   |

**PROCESS FOR AVAILING THE SERVICE**

| Step | Client          | Service Provider   | Processing Time | Person In-Charge                                  | Fees | Form |
|------|-----------------|--|-----------------|---|------|------|
| 1    |                 | Receives and records disbursement voucher and payroll for check issuance   | 3 mins.         | Administrative Assistant II/Disbursing Officer II | None | None |
| 2    |                 | Prepares/issues check and forwards to SDS for signature  | 7 mins.         | Administrative Assistant II/Disbursing Officer II | None | None |
| 3    |                 | Signs check and returns back to the Cashiering Unit for release  | 10 mins.        | Schools Division Superintendent                   | None | None |
| 4    | Receives checks | Records and releases signed checks for salary claim, honorarium and other benefits, payment of supplies and materials, reimbursement and cash advances | 5 mins.         | Administrative Officer III/Cashier II             | None | None |

*(Pursuant to the provisions of the Anti-Red Tape Act of 2007, also known as the Republic Act No. 9485)*