



Republic of the Philippines
Department of Education
 REGION X- NORTHERN MINDANAO
 DIVISION OF MALAYBALAY CITY

Cash Unit

Issuance of Official Receipts

Official receipts are issued to clients where transactions have corresponding payments as an acceptable evidence or proof of receipt of payments for disbursements where payee/recipient is a School or a Business establishment. Official receipts may vary depending on the type, purpose of the transaction and specific fund it belongs.

Office or Division:	OSDS-CASH UNIT			
Classification:	Simple			
Type of Transaction:	G2C-Government to Citizen			
	G2G-Government to Government			
Who May avail:	All external & Internal clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Applicable fees		Concerned Office/bureau/services		
2. Payment detail sheet (Refund Slip, Subsidiary Ledger, Bid Info Sheet, etc.)		Accounting Division		
		BAC Secretariat		
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1. Secure Payment detail sheet duly signed by Head of Office/Agency.	1.1 Issue Payment detail sheet	None	10 minutes	Accounting Division/Proponent Office
2. Clients presents duly filled-out Payment detail sheet.	2.1 Verify the completeness and accuracy of information contained in the Payment detail sheet.	None	3 minutes	AO IV/ ADAS II



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
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3. Give the necessary payment to collecting Officer either thru cash or cheque	3.1 Receive payment, check cash and cheque details for issuance Official Receipt.	Applicable fees as contained in the Order of Payment/Payment detail sheet	2 minutes	AO IV/ ADAS II
4. Receive Official Receipt and verify data indicated in the OR.	4.1 Issued Official Receipt	None	5 minutes	AO IV/ ADAS II
TOTAL:		NONE	20 minutes	



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