

Department of Education

REGION XI Schools division of Davao del Norte

CITIZEN'S CHARTER

CASH UNIT

2025 Edition

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Address: Mankilam, Tagum City, Davao del Norte

Telephone Number: (084) 823 5170

Email Address: depeddavnor.sdo@deped.gov.ph



Department of Education

REGION XI SCHOOLS DIVISION OF DAVAO DEL NORTE

1. COLLECTION

Payments received by the division consist of salary refunds due to overpayment, tax underpayments, MOOE cash advance refunds (including utility surcharges, unused MOOE, and bank charges), sale of bid documents, and refunds of cash advances for travel expenses.

Off	fice or Division:	CASH UNIT				
	assification:	SIMPLE				
Tv	pe of	G2C – GOVERNM	ENT TO	CLIENT		
	ansaction:	G2G – GOVERNM				
Wh	no may avail:	ALL INTERNAL A				
	CHECKLIST OF R	EQUIREMENTS		WHERE TO SE	ECURE	
	Order of Paym	ent	• A	ccounting Unit		
	Ţ.		FEES	PROCESSING	RESPONSIBLE	
	CLIENT STEPS	AGENCY	TO BE	TIME	PERSON	
		ACTION	PAID			
1	Secures an accomplished and signed Order of Payment from the Accounting Unit Proceeds to the	Cash Personnel	None	10 minutes	Payor or Client	
2	Cashier's Office, Window 1 or Window 2, and submits the accomplished and signed Order of Payment and cash or check	reviews the signed Order of Payment and counts the cash or evaluates the validity of the check payment received	None	5 minutes	Cash Personnel	
3		Cash Personnel issues and releases an official receipt to the Payor or Client	None	5 minutes	Cash Personnel	
		Total		20 minut	es	



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2. PAYMENT OF OBLIGATION THRU LDDAP-ADA (LBP EMDS & MANUAL ADA)

Obligations of the division are paid through LDDAP-ADA. These include salaries, other personnel benefits, school funds downloading, and payments to suppliers for goods and services delivered to the division.

_	ice or ision:	CASH UNIT				
Cla	ssification:	SIMPLE	SIMPLE			
Typ	oe of	G2C – GOVERNME	NT TO CI	LIENT		
Tra	nsaction:	G2G – GOVERNME	NT TO G	OVERNMENT		
Wh	o may avail:	ALL INTERNAL ANI) EXTER	NAL CLIENTS		
C	HECKLIST OF	ALL INTERNAL AND EXTERNAL CLIENTS REQUIREMENTS WHERE TO SECURE Sbursement • Budget Section				
	 Approved Disbursement Voucher, Obligation Request Slip (ORS) and Journal Entry Voucher (JEV) Supporting Documentary Requirements 			Sudget Section accounting Section Personnel Section Others Concerned		
CI	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON	
1		Receives the approved Disbursement Voucher (DV), Obligation Request and Status (ORS), and Journal Entry Voucher (JEV), along with supporting documents (claim), via the Data Tracking System (DTS).	None	5 minutes	Cash Personnel	
2		Evaluates the claim to determine whether it will be processed through LBP	None	1 minute	Cash Personnel	

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	EMDS or manual LDDAP-ADA.			
IN CASE OF	F PROCESSING THRU LBP	EMDS (PA	AYMENT FOR S	UPPLIERS.
	NLOADING & REMITTANC			
3	Records the payment details in the Disbursements Control Book and assigns the ACIC Number and Check Number	None	2 minutes	Cash Personnel
4	Encodes the payment details into the Land Bank of the Philippines electronic Modified Disbursement System (e-MDS)	None	5 minutes	Cash Personnel
5	Generates and prints the Advice of Checks Issued and Cancelled (ACIC) from the LBP e-MDS	None	5 minutes	Cash Personnel
6	Reviews and signs the "prepared by" portion of the ACIC	None	5 minutes	Head of the Cash Unit / Alternate Signatory
7	Forwards the ACIC to the Office of the other Authorized Signatory (SDS)/Alternate Signatory (AO V) for countersignature	None	5 minutes	Cash Personnel
8	Signs the ACIC	None	24 hours	Authorized Signatory / Alternate Signatory (SDS or AO V)

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				I	
		Approves the			Staff of the
9		ACIC in the LBP	None	20 minutes	Authorized
		e-MDS			Signatory
		-			(SDS)
		Returns the			Staff of the
10			None	5 minutes	Authorized
10		signed ACIC to	none	5 illillutes	
		the Cash Unit			Signatory
					(SDS)
		The downloading			
		of the payment			
11		will be done on	None	24 hours	LBP e-MDS
		the following			
		banking day			
		Total		2 days, 53 mi	nutes
IN (CASE OF PROC	ESSING THRU MAN	IIAI. I.DD	<u> </u>	
	PPLIERS) – EXT			111 11211 (11111112)	
	-,	Prepares and			
		prints the List of			
		Due and			
		Demandable			Accounting
3			None	5 minutes	Personnel
3		Accounts Payable-	None	5 illillutes	Personner
		Advice to Debit			
		Account (LDDAP-			
		ADA)			
		Accounting			
		Personnel			
		forwards the			
4		LDDAP-ADA to	None	1 minute	Accounting
		the Accountant			Personnel
		for review and			
		approval			
		The accountant			
		reviews and signs	None	5 minutes	Accountant /
5		the LDDAP-ADA			Alternate
		and forwards it to			Signatory
		the Accounting			
		Personnel			
		The Accounting			
		Personnel			
6		forwards the	None	1 minute	Accounting
١		signed LDDAP-	MOTIE	1 IIIIIute	Accounting Personnel
		C			Let sommer
		ADA to the Cash			
		Unit			
		The Cash			
		Personnel			
		encodes payment			

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		1		
	details in the			
7	(WINACICDES) Windows Advice	None	5 minutes	Cash
'	of Checks Issued	IVOIIC	Jimuus	Personnel
	and Cancelled			1 CI SOIIIICI
	Data Entry			
	System based on			
	the data in the			
	LDDAP-ADA			
	Generates and			
8	prints the ACIC	None	5 minutes	Cash
	from			Personnel
	WINACICDES			
	Prepares and			
	prints the			
	Summary of	NT - · · ·	Г	O = + 1:
9	LDDAP-ADA	None	5 minutes	Cash
	Issued and			Personnel
	Invalidated ADA			
	Entries (SLIIAE) Organizes the			
	LDDAP-ADA,			
	ACIC, and SLIIAE			
	and forwards			Cash
10	them to the Head	None	5 minutes	Personnel
10	of the Cash Unit /	110110		1 0100111101
	Alternate			
	Signatory for			
	review and			
	 signature			
	Reviews the			
	LDDAP-ADA,			Head of the
	ACIC, and SLIIAE	None	4 minutes	Cash Unit or
11	and signs them,			AO V
	then forwards			
	them to the			
	Accounting			
	Section			
	Reviews the			
	accuracy of data			A
10	in the LDDAP-	INT .	00	Accountant /
12	ADA, ACIC, and	None	20 minutes	Alternate
	SLIIAE and signs			Signatory
	them			

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	Forwards the			
10	signed LDDAP-	NI - · · ·	1:	A
13	ADA, ACIC, SLIIAE back to	None	1 minute	Accounting Personnel
	the Cash Unit			1 CI SOIMICI
	Forwards the			
	signed LDDAP-			
14	ADA, ACIC, SLIIAE to the	None	5 minutes	Cash
	office of the other	110110	o minutes	Personnel
	Authorized			
	Signatory (SDS) /			
	Alternate			
	Signatory for final approval			
4 -	Signs the LDDAP-		0.4.1	
15	ADA, ACIC, and SLIIAE	None	24 hours	SDS or AO V
	SLIIAL			
	Returns the			
16	signed LDDAP- ADA, ACIC and	None	5 minutes	SDS or Admin
10	SLIIAE to the	None	5 illiliutes	Personnel
	Cash Unit			
	Organizes all the			
	payment documents and			
	reviews the			
17	completeness of	None	15 minutes	Cash
	the signatures			Personnel
	and saves a soft copy to a flash			
	drive, and seals			
	them in an			
	envelope for			
	submission to the bank			
	The crediting of			
18	the payment will	None	24 hours	Bank
	be done on the			Personnel
	following banking day			
	 uay			
	Total	2 da	ays, 1 hour and	25 minutes

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	YMENT FOR SALARI	ES, BEN	EFITS AND	
3	Encodes the payment details in the Financial Data Entry System (FINDES 3.0) system for the	None	4 minutes per payee	Cash Personnel
4	generation of a Bank List Generates and prints the Bank List from the FINDES 3.0 system	None	5 minutes	Cash Personnel
5	Encodes the payment details into the Land Bank of the Philippines electronic Modified Disbursement System (e-MDS)	None	5 minutes	Cash Personnel
6	Generates and prints the Advice of Checks Issued and Cancelled (ACIC) from the LBP e-MDS	None	5 minutes	Cash Personnel
7	Reviews and signs the "prepared by" portion of the ACIC and the Bank List	None	5 minutes	Head of the Cash Unit or AO V
8	Forwards the ACIC and Bank List to the Office of the Accountant for review and countersignature	None	1 minute	Cash Personnel
9	Accountant reviews and signs the Bank List Forwards the	None	20 minutes	Accountant
	ACIC and Bank			

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10	List to the Office of the other Authorized Signatory (SDS)/Alternate Signatory (AO V) for countersignature	None	5 minutes	Cash Personnel
11	SDS or the Alternate Signatory signs the "approved by" portion of the ACIC and Bank List	None	24 hours	SDS or AO V
12	Approves the ACIC in the LBP e-MDS	None	20 minutes	SDS Personnel
13	Returns the signed ACIC and Bank List to the Cash Unit	None	5 minutes	SDS Personnel or Admin Personnel
14	Wait until the next banking day after approval for the payment to be downloaded.	None	24 hours	Cash and SDS Personnel
	Total	2 day	s, 1 hour, and	15 minutes



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3. PAYMENT OF OBLIGATION AND RELEASE OF PROVIDENT LOAN THROUGH ISSUANCE OF CHECKS

The division's obligations may also be settled by check. These payments cover utility companies and remittances to private lending institutions. Additionally, Provident Loans to both teaching and non-teaching personnel are disbursed via check.

_	ice or ision:	CASH UNIT				
Cla	ssification:	SIMPLE				
Typ	oe of	G2C – GOVERNME	ENT TO C	LIENT		
Tra	nsaction:	G2G – GOVERNME	ENT TO G	OVERNMENT		
Wh	o may avail:	ALL INTERNAL AN	D EXTER	NAL CLIENTS		
C	HECKLIST OF F	REQUIREMENTS		WHERE TO SE	ECURE	
 Approved Disbursement Voucher, Obligation Request Slip (ORS), and Journal Entry Voucher (JEV) Supporting Documentary Requirements 			• A	udget Section ccounting Section thers Concerned		
C	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON	
PRO	OCESSING OF E	MDS CHECK				
1		Receives the approved DV, ORS & JEV with supporting documents via Data Tracking System (DTS)	None	5 minutes	Cash Personnel	
2		Determines the type of fund and encodes payment details on the check, reviews, and prints the corresponding check	None	20 minutes	Cash Personnel	
3		Encodes the check details into the LBP e-MDS	None	5 minutes	Cash Personnel	
4		Generates and prints ACIC	None	5 minutes	Cash Personnel	

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		1	T		
5		Reviews the accuracy of data on the check and ACIC based on the processed DV and signs	None	5 minutes	Head of Cash Unit or AO V
6		Transmits the check and ACIC to the other Authorized Signatory (SDS) or Alternate Signatory	None	5 minutes	Cash Personnel
7		Countersigns the check and ACIC	None	24 hours	SDS or AO V
8		Approves the ACIC in the LBP e-MDS	None	20 minutes	SDS Personnel
9		Returns signed check and ACIC to the Cash Unit	None	5 minutes	SDS or Admin Personnel
10		Receives and checks if all documents are duly signed and the ACIC is duly approved online	None	5 minutes	Cash Personnel
11		Wait for 1 banking day for the check to be valid for encashment	None	24 hours	LBP e-MDS
12		Informs the payee of the availability of the check for release	None	3 minutes	Cash Personnel
13	Proceeds to the Cashier's Office Window 1 or Window 2 and presents necessary documents to claim the check (valid ID, Invoice in	Checks the ID of the claimant or checks the entries on the Invoice	None	2 minutes	Cash Personnel

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		1	ı	T	
	case of a				
	supplier or				
	PLIs)				
	Signs on the				
14	Record of	Checks the			Cash
	Checks	signature against	None	2 minutes	Personnel
	Released	the ID presented			
	(MDS Check)				
	and DV				
	Receives the				
	check and				
15	evaluates the	Releases check	None	3 minutes	Cash
	correctness of				Personnel
	the data				
	(name of				
	payee and				
	amount)				
		Total	2 da	ys, 1 hour, and	25 minutes
PR	OCESSING OF P	ROVIDENT LOAN C		•	
		Receives the			
		approved DV,			
1		ORS & JEV with	None	5 minutes	Cash
		supporting			Personnel
		documents via			
		Data Tracking			
		System (DTS)			
		Encodes			
		payment details			
		on the check,			
2		reviews, and	None	20 minutes	Cash
		prints the			Personnel
		corresponding			1 01 00111101
		check			
		Reviews the			
		accuracy of the			
3		data on the	None	5 minutes	Head of Cash
		check based on	1,0110		Unit or AO V
		the processed DV			
		and signs the			
		check			
-		Transmits the			
		check to the			
4		other Authorized	None	5 minutes	Cash
4			MOHE	3 iiiiiutes	Personnel
		Signatory (SDS)			rei sommer
		or Alternate			
		Signatory			

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5		Countersigns the check	None	24 hours	SDS or AO V
6		Returns signed check and other supporting documents back to the Cash Unit	None	5 minutes	SDS or Admin Personnel
7		Receives and checks if the check is duly signed	None	1 minute	Cash Personnel
8		Informs the payee of the availability of the check for release	None	3 minutes	Cash Personnel
9	Proceeds to the Cashier's Office Window 1 or Window 2 and presents necessary documents to claim the check (valid ID)	Checks the ID of the claimant	None	1 minute	Cash Personnel
10	Signs the Report of Check Released (Provident Checks) and DV	Checks the signature against the ID presented	None	2 minutes	Cash Personnel
11	Receives check and validates the correctness of data (name of payee and amount)	Releases check	None	3 minutes	Cash Personnel
	,	Total		1 day, and 50 r	ninutes

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4. HANDLING OF CASH ADVANCES

The Cashier is allowed for advances especially on cases where payment of cash is necessary. The grant of Cash Advance is based on the general accounting rules and regulations.

regu	lations.					
	ice or ision:	CASH UNIT				
Cla	ssification:	SIMPLE				
Typ	e of	G2G – GOVERNME	ENT TO G	OVERNMENT		
Transaction:						
Wh	o may avail:	DEPED EMPLOYE	E			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE			
 Approved DV, ORS and JEV Approved Authority to Cash Advance Certification of No Unliquidated Cash Advance Supporting Documentary Requirements 		• A	udget Section ccounting Sectio thers Concerned			
CLIENT STEPS		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON	
		Receives the				

C	LIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON
1		Receives the approved DV, ORS & JEV with supporting documents via Data Tracking System (DTS)	None	5 minutes	Cash Personnel
2		Encodes payment details on the check, reviews, and prints the corresponding check	None	20 minutes	Cash Personnel
3		Encodes the check details into the LBP e-MDS	None	5 minutes	Cash Personnel
4		Generates and prints ACIC	None	5 minutes	Cash Personnel
5		Reviews the accuracy of data on the check and ACIC based on	None	5 minutes	Head of Cash Unit or AO V

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	the processed and signs the	DV		
	check			
6	Transmits the check and ACI to the other Authorized Signatory (SDS or Alternate Signatory	None	5 minutes	Cash Personnel
7	Signs the check and ACIC	k None	24 hours	SDS or AO V
8	Approves the ACIC in the LE e-MDS	BP None	20 minutes	SDS Personnel
9	Returns signed check and ACI back to the Ca Unit	C None	5 minutes	SDS or Admin Personnel
10	Receives and checks if the ACIC and check are duly signed and is duly approved online.	1,	5 minutes	Cash Personnel
11	Wait for 1 banking day fo the check to be valid for encashment		24 hours	LBP e-MDS
12	Check	None	2 hours	Cash
	encashment			Personnel
13	Releases cash the recipient/s		1 hour	Head of Cash Unit
	To	tal 2 d	ays, 4 hours, a	nd 15 minutes

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5. RELEASE OF PETTY CASH FUND

The Division of Davao del Norte set up a Petty Cash Fund in the amount of Ten Thousand Pesos (P10,000.00). It shall be maintained using the Imprest System. Payments out of the Petty Cash Fund shall be allowed only for amounts not exceeding P1,000.00 for each transaction.

		T				
Off	Office or CASH UNIT					
	Division:					
Classification: SIMPLE						
Ty	Type of G2G - GOVERNME			OVERNMENT		
Tra	ansaction:					
Wh	no may avail:	DIVISION EMPLOY	/EE			
(CHECKLIST OF F	REQUIREMENTS	WHERE TO SECURE			
 Approved Petty Cash Voucher (2 copies) Cash Invoice or Official Receipt Approved Purchase Request Statement of Urgency issued by the Head of Office in lieu of Canvass and Abstract of Canvass while on official travel Waste Material Report Inspection and Acceptance Report Request Issue Slip Inventory Custodian Slip Or other evidence of 			 Cash Section Supplier Supply Section Others Concerned 			
	disbursement	t I	DDDC	PROCEGGING	DECDONGIDI E	
CLIENT STEPS AGENCY ACTION		AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	RESPONSIBLE PERSON	
1	Proceeds to the Cash Section and submits the approved Petty Cash Voucher with its supporting documentary requirements	Receives and evaluates the approved and signed Petty Cash Voucher with its supporting documentary requirements	None	10 minutes	Petty Cash Fund Custodian	
2	Signs the record book for		None	2 minutes	Petty Cash Fund	

Custodian

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	Total			0 minutes	
					Custodian
	cash	cash			Fund
4	Receives the	Releases the	None	5 minutes	Petty Cash
	Petty Cash Fund Voucher	of the signatures			Custodian
	portion of the	the completeness			Fund
3	"received by"	Cash Voucher for	None	3 minutes	Petty Cash
	Signs the	Checks the Petty			
	Fund				
	the Petty Cash				



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