



Republic of the Philippines
Department of Education

National Capital Region
 Schools Division Office of Caloocan City
BAGONG SILANG ELEMENTARY SCHOOL (4TH AVENUE)
158 MA. CLARA STREET, 4TH AVENUE, CALOOCAN CITY

TEMPLATE FOR CITIZEN'S CHARTER & STREAMLINING
Cash Unit
INTERNAL SERVICES

1. Handling of Cash Advances

Issuance of Cash Advance to Requesting DepEd Office. The Cashier is allowed for advances especially on cases where payment of cash is necessary. However, the grant of cash advances to Cashier is still based on the general accounting rules and regulations.

Office or Division:		Cash unit		
Classification:		Simple		
Type of Transaction:		Government to Government (G2G)		
Who may avail:		DepEd Employee		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authority to Cash Advance (1 Original Copy)		Accounting Unit		
Certification of No Liquidated CA's		Respective office/bureau/service		
Documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEESTO BEPAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Liquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Liquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for Approve, then prepare DV and ORS and attached documentary requirements needed for Cash Advances	2.1 Sign the documentary requirements needed for Cash Advance	None	15 minutes	Head of Office
3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV to signatories	None	1 day	Records
	3.2 Receive complete, accurate and approved DV, ORS, ADA and supporting documents from the Head of Office	None	10 minutes	Cash Personnel
	3.3 Prepare Payroll Credit System Validation (PACSVL)	None	2 hours	Cash Personnel



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office of Caloocan City
BAGONG SILANG ELEMENTARY SCHOOL (4TH AVENUE)
158 MA. CLARA STREET, 4TH AVENUE, CALOOCAN CITY

	3.4 Forward the PACSVAL to Accountant for review and signature	None	20 minutes	Accountant
	3.5 Prepare Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cash Personnel
	3.6 Review the ADA details against ACIC	None	20 minutes	Cashier
	3.7 Sign the ADA, PACSVAL and ACIC	None	10 minutes	Cashier
	3.8 Forward ADA, PACSVAL and ACIC to the Head of Office for signature	None	5 minutes	Cash Personnel
	3.9 Sign the ADA, PACSVAL and ACIC	None	30 minutes	Head of Office
	3.10 Receive the signed ADA, PACSVAL and ACIC	None	10 minutes	Cash Personnel
	3.11 Submit the ADA, PACSVAL and ACIC to the bank	None	1 hour	Cash Personnel
	3.12 Notify the clients that the Cash Advances are already credited to ATM	None	15 minutes	Cash Personnel
TOTAL:		None	1 day, 6 hours	