



CHARTER NO.R6-AF-01. DISBURSEMENT FOR NGP PAYMENTS

This service is made upon request of Contract of Service Personnel, LGU and other government agencies or instrumentalities, private individuals and Private Lawyers.

Office or Division:	Management Services Division, PENRO			
Classification:	Simple			
Type of Transaction	G2C - Government to Citizen			
Who may avail:	External: External Clientele who are authorized party or representative			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Request for Inspection and Payment				
2. CENRO In-house inspection Report				
3. Disbursement Voucher				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit request for inspection and payment of accomplished activities or for billing	1. Check the completeness of submitted requirements, stamp the date and time on documents and forward all documents to action officer.	None	5 min.	<i>Records Officer</i>
	2. Refer to the Chief, Technical Services Division to NGP Focal person/NGP Coordinator for document review and	None	30 min.	<i>Chief, Technical Services & NGP Focal person/NGP Coordinator</i>



	evaluation			
	3. Refer to Administrative and Finance Section for processing of Disbursement Voucher (DV) and Certification of Accountant	None	10 min.	<i>Accountant III</i>
	4. Refer to the PENR Officer for Approval	None	15 min.	<i>PENR Officer</i>
	5. Refer to Administrative and Finance Section for the processor to release the disbursement vouchers to the cashiering unit	None	5 min.	<i>Accountant III/ Accounting Processor</i>
	6. Cashier prepares cheque/list of due and demandable accounts payable (LDDAP)	None	20 min.	<i>Administrative Officer I (Cashier)</i>
	7. PENR Officer signs/approves cheque/LDDAP	None	5 min.	<i>PENR Officer</i>
	8. Cashier releases cheque/LDDAP to the People's Organization	None	5 min.	<i>Administrative Officer I (Cashier)</i>
TOTAL:		None	1 hour & 30 minutes	