




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	30 min.	 <i>Nina Quely Nadua</i> <i>Records Officer I</i> <i>General Records Unit</i>  <i>Yuri Aborka</i> <i>Supervising EMS</i>  <i>Omar Catedral</i> <i>DMO III</i>



Mitchell April Rose L. Tamayo
Forester I



Rolinda Billones
Forester I



Ma. Elena D. Tugba
Forest Technician II



Romnick O. Dalida
Accountant III



Merlene B. Aborka
PENR Officer



*Romnick O. Dalida
Accountant III*



*Sherlyn Villanueva
Forest Ranger*

*Kay Almero
Admin. Asst*









*Mary Lobelle Refendor
Administrative Officer I*



*Merlene B. Aborka
PENR Officer*



*Mary Lobelle Refendor
Administrative 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>Romnick O. Dalida Accountant III</i>  <i>Sherlyn Villanueva Forest Ranger</i>  <i>Kay Almero Admin. Asst</i>
	6. Cashier prepares cheque/ list of due and demandable accounts payable (LDDAP)	None	20 min.	 <i>Mary Lobelle Refendor Administrative Officer I</i>
	7. PENR Officer signs/approves cheque/ LDDAP	None	5 min.	 <i>Merlene B. Aborka PENR Officer</i>
	8. Cashier releases cheque/ LDDAP to the People's Organization	None	5 min.	 <i>Mary Lobelle Refendor Administrative Officer I</i>
TOTAL:		None	1 hour & 35 min.	