



Republic of the Philippines
Department of Education
REGION X
SCHOOLS DIVISION OF MISAMIS OCCIDENTAL

B. Cash Unit (Internal)

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:	G2G –Government to Government			
Who may avail:	DepEd Employee			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Authority to Cash Advance (1 Original Copy)		Accounting Unit		
2. Certification of No Unliquidated CA's		Respective office/bureau/service		
3. Documentary requirements				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Authority to Cash Advance and Certification of No Unliquidated CA's	1.1 Issue the Authority to Cash Advance and Certification of No Unliquidated CA's	None	20 minutes	Accounting Staff
2. Forward to Head of Office for approval, 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



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3. Prepare DV and ORS and attached documentary requirements needed for Cash Advances	3.1 Forward the ORS/DV signatories to	None	1 day	Records
	3.2 Receive complete, accurate and approved DV, ORS, LDDAP-ADA, Payroll Credit System Validation (PACSVAL) from the Accounting unit	None	10 minutes	Cash Personnel
	3.3 Prepare Summary LDDAP-ADAs Issued and Invalidated ADA Entries (SLIAE) or Advice of Check Issued and Cancelled (ACIC)	None	30 minutes	Cash Personnel
	3.4 Review the LDDAP-ADA (prepared by Accounting Unit) details against SLIAE or check (prepared by Cash Unit) against ACIC		20 minutes	Cashier
	3.5 Sign the LDDAP-ADA and SLIAE, or Check and ACIC		10 minutes	Cashier
	3.6 Forward LDDAP-ADA, SLIAE and PACSVAL, or Check and ACIC to the Head of Office/Alternate for signature		5 minutes	Cash Personnel



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	3.7 Sign the LDDAP-ADA, SLIAE and PACSVAL, or Check and ACIC		30 minutes	Head of Office/Alternate
	3.8 Receive the signed LDDAP-ADA, SLIAE and PACSVAL, or Check and ACIC		10 minutes	Cash Personnel
	3.9 Submit the signed LDDAP-ADA, SLIAE and PACSVAL, or ACIC to the bank		1 hour	Cash Personnel
	3.10 Notify the clients that the Cash Advances are credited to ATM or checks are ready for pick up		15 minutes	Cash Personnel / Finance Personnel
	TOTAL:	None	1 day, 3 hours, 45 minutes	