



Republic of the Philippines
Department of Education
 Region VI - Western Visayas
SCHOOLS DIVISION OFFICE OF CAPIZ

Issuance of Official Receipts

Official Receipts are issued to clients where transactions have corresponding payments in acknowledgement or proof of receipt of payment made.

Office or Division:	Cash Section			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	ALL			
CHECKLIST OF REQUIREMENTS				WHERE TO SECURE
Order of Payment Form (2 Original Copies)				
Additional requirements:				
1. For purchase of bid docs- Letter of intent				
2. For disallowance - notice of disallowance				
3. For bank charges-bank statement (snapshot)				
4. For payment of refunds and provident loan - Statement of Account				
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure Order of Payment form from Accounting Section or concerned unit	1. Issue Order of Payment Form	None	5 mins	Accounting Staff / BAC Secretariat
Bring the duly filled-out Order of Payment Form with the listed additional requirements to the cash section	Verify the completeness and accuracy of the filled out Order of Payment form with the amount stated in the statement of account Accept the payment and encode the details to the Official Receipt		6 mins	Collecting Officer / Administrative Officer IV (Cash)
2. Check and receive the Official Receipt	2. Issue the Official Receipt	None	3-5 mins	Collecting Officer / Administrative Officer IV (Cash)
TOTAL:		None	15 minutes (per transaction)	