



**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.

<b>Office or Division:</b>	Cash Section			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	ALL			
<b>CHECKLIST OF REQUIREMENTS</b>				<b>WHERE TO SECURE</b>
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				
<b>CLIENT STEPS</b>	<b>AGENCY ACTION</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
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)
<b>TOTAL:</b>		<b>None</b>	<b>15 minutes (per transaction)</b>	