

**ACCOUNTING DIVISION – FINANCE DEPARTMENT
CAAP Central Office**

ISSUANCE OF ORDER OF PAYMENT SLIP (OPS)

Schedule of Availability of Service:

Monday – Friday (8:00 AM to 5:00 PM)
No Noon Break

Who may avail of this Service:

Stakeholders / Employees refunding Cash Advance balance

What are the requirements:

1. Bill or Statement of Accounts (SOA)
2. Request for Order of Payment
3. Valid ID
4. Copy of Liquidation Report

HOW TO AVAIL OF THE SERVICE:

| Step | Client | Activity | Fees | Forms | Duration of Activity | Person in Charge |
|------|---|--|------|------------------|----------------------|------------------------|
| 1 | Proceed to Accounting Division; Submit requirements | 1. Check and review documents submitted | | | 1 min | Accounting Personnel |
| | | 2. Verify mode of payment | | | 1 min | Accounting Personnel |
| | | 3. Encode corresponding accounting entries | | | 2 min | Accounting Personnel |
| | | 4. Prepare and print Order of Payment Slip | | Order of Payment | 2 min | Accounting Personnel |
| | | 5. Signs on OPS | | | | Chief, Revenue Section |
| | | | | | | |

| | | | | | | |
|-----------------------------------|--|----------------------------------|--|--|--------|----------------------|
| | | 6. Release Order of Payment Slip | | | 1 min | Accounting Personnel |
| 2 | Proceed to Cashiering Division for payment | | | | | |
| TOTAL DURATION OF ACTIVITY | | | | | 7 mins | |

Prepared by:

for **Insirah G. Micawayan**
Accountant II

Noted by:

Ms. Aida S. Romulo
Chairperson, Citizen's Charter Team

Approved by:

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