

CHECKING ACCOUNT SECTION
CAAP Central Office

**PREPARATION OF AUTHORITY TO DEBIT ADVICE FOR FUND TRANSFER TO
 CAAP AREA CENTERS**

Schedule of Availability of Service:
 Monday – Friday (8:00 AM to 5:00 PM)
 No Noonbreak

Who may avail of this Service:
 CAAP Area Centers I-XII

What are the requirements:

1. Duly approved Cash Transfer disbursements vouchers and/ or payrolls as to its completeness of entries, signatures, and attachments.

HOW TO AVAIL OF THE SERVICE:

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1		1. Check, review and record document(s) received from Accounting Div.			2 mins	Accounting Assistant
		2. Collate Disbursement Vouchers/ payrolls for payment for ADA preparation			2 mins	Cashiering Assistant/ Cashier III
		3. Preparation of ADA 4. Check correctness of ADA and its attachments		Authority to Debit Advice Form	10 mins	Cashiering Assistant/ Cashier III

		5. Signing of Authority to Debit Advice			10 mins	Authorized ADA Signatories
					below P250,000(MOOE)	OIC Checking & Chief Cashiering
					250,000-500,000.00(MOOE)	Chief Cashiering and OIC, AFS
					500,000.00-above(MOOE)	OIC, AFS & DG
					Personal Services (no limit)	Chief Admin. or Chief, Cashiering and OIC, AFS
	Area I-XII	6. Forward approved ADA to LBP, Naia BOC for Fund Transfer to corresponding Area Centers			10 mins	Liaison Officer
		7. Send thru e-mails attachments of disbursed ADA to CAAP Area Centers I-XII.			5 mins	Cashier I
		8. Forward to Central Records original documents of ADA for mailing to Area Centers I-XII			5 mins	Cashier I
TOTAL DURATION OF ACTIVITY					44 mins	

Prepared by:

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Cashier III/ OIC, Checking Acct. Section

Approved by:

Aida S. Romulo

Ms. Aida S. Romulo

Chief, Administrative Department
Chairperson, Citizen's Charter Team

Jocelyn L. Ching

Ms. Jocelyn L. Ching

Officer- In-Charge
Admin. and Finance Service