

**CHECKING ACCOUNT SECTION**  
**CAAP Central Office**

**RELEASE OF CHECK**

**Schedule of Availability of Service:**

Monday – Friday (8:00 AM to 5:00 PM)

No Noonbreak

**Who may avail of this Service:**

CAAP Creditors / Employees

**What are the requirements:**

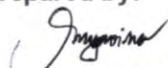
1. Valid Identification Cards
2. Authorization Letter Or Special Power of Attorney ( SPA ),if applicable one year validity
3. Official Receipt ( OR ) for CAAP Creditors

**HOW TO AVAIL OF THE SERVICE:**

Step	Client	Activity	Fees	Forms	Duration of Activity	Person in Charge
1	Present Identification Card and Authorization Letter or SPA, if applicable	1.Frontline Officer check and review document( s) submitted to validate authority to receive check payment and verify if included in the List of unreleased checks			1 min	Cashier I

2.	Receive check				1 min	
3.	Signs the Disbursement Voucher/ payroll, 2306 and 2307 BIR forms ( for CAAP creditors representing various claims	2. Release of corresponding check to concerned payee/ authorized person			2 mins	Cashier I
		3. Release of Withholding Tax (2306 and 2307 forms) and check Transmittal ( for CAAP creditors only)				
		4. Review OR issued ( OR form, date, amount, name of CAAP)				
		5. Request claimant to sign on the Check Disbursements Record ( CDR ) indicating the date of receipt of check and signature			1 min	Cashier I
<b>TOTAL DURATION OF ACTIVITY</b>					5 mins	

Prepared by:



**Rosalyn M. Gavina**

Cashier III/ OIC, Checking Acct. Section

Approved by:



**Ms. Aida S. Romulo**

Chief, Administrative Department  
Chairperson, Citizen's Charter Team



**Ms. Jocelyn L. Ching**

Officer- In-Charge  
Admin. and Finance Service