

14. Collection of Agency Allowances

Guidelines, Procedures and Instructions in the Collection of Income and Fees.¹

Office or Division:	Cash Division, FMS			
Classification:	Simple			
Type of Transaction:	Government to Government			
Who may avail:	Clients/Representatives			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Check/Deposit Slip/LDDAP-ADA, Disbursement Voucher (one photocopy)		Agency		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Check payment issued by the Client Agency and Disbursement Voucher	1.1. Verifies if all the necessary documents are complete	None	10 Minutes	<i>Collecting Officer</i> in Cash Division
	1.2. Issues an Official Receipt			

¹ The Office of the Solicitor General (OSG) collects some of your personal data when you transact with its employees and authorized representatives. The OSG will use this information solely for documentation and processing purposes relative to your transaction/s with the Office. By submitting your data to the OSG, you are expressly consenting and authorizing the OSG to collect, process, and store such personal and/or sensitive information as may be needed in the course of your transaction/s.

In all instances, the OSG shall ensure that processing your personal data shall strictly comply with the provisions of the Data Privacy Act and its Implementing Rules and Regulations and shall be consistent with the general data privacy principles of transparency, legitimate purpose, and proportionality.

2. Presents Deposit Slip/LDDAP-ADA and Disbursement Voucher	2.1. Makes a request to the Government Servicing Bank for the Snap Shot to confirm the deposit	None	2 Days	<i>Collecting Officer</i>
	2.2. Issues an Official Receipt			
Total Processing Time			2 working days, 10 minutes	