

## 14. Collection of Agency Allowances

Guidelines, Procedures and Instructions in the Collection of Income and Fees.<sup>1</sup>

<b>Office or Division:</b>	Cash Division, FMS			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	Government to Government			
<b>Who may avail:</b>	Clients/Representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Check/Deposit Slip/LDDAP-ADA, Disbursement Voucher (one photocopy)		Agency		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1.1 Presents Check payment issued by the Client Agency and Disbursement Voucher	1.1. Verifies if all the necessary documents are complete	None	6 Minutes	<i>Collecting Officer</i> in Cash Division  Immediate Supervisor in Charge of

<sup>1</sup> 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.

				Designating Personnel - Director IV, FMS
2. 1 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 Working Days	Collecting Officer in Cash Division  Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS
2.2 Receives original copy of Official Receipt from Cashier	2.2. Issues original copy of Official Receipt to client		4 Minutes	Collecting Officer in Cash Division  Immediate Supervisor in Charge of Designating Personnel - Director IV, FMS
<b>TOTAL:</b>		None	2 working days, 10 minutes	