

<b>DEPARTMENT / DIVISION/ Office</b>	Cashier's Office						
<b>PURPOSE</b>	To provide efficient and effective management support to the Commission						
<b>Functional OBJECTIVE</b>	To ensure timely release Checks, Report on Checks Issued and Report of Disbursement and collect venue rental fees.						
<b>ACTIVITY/ PROCESS</b>	<b>Control Methods/ Process SOP/ Guidelines/ Procedures</b>	<b>Process Output</b>	<b>Responsible Authorities</b>	<b>RISK</b>	<b>IMPACT/ CONSEQUENCES</b>	<b>CONTROL MEASURE/ Action Plan</b>	<b>Opportunities</b>
Receive of Vouchers from DED-FAS Office for Check Preparation	Check if documents/attachments are complete/Citizens Charter/Office Manual	On-time Process of vouchers and Check Preparation	Cashier's Staff	Mispelled/Wrong Payee	Clients complains for the delay of process/ Reprocess	Double Check the information through the attachments provided/ Proper handling of vouchers with complete attachments	Client Satisfaction Survey/ Full compliance of inter-agency reportorial requirements  Full Computerized System linked to the Accounting Office for faster tracing of documents Outlook System for paperless transactions
Releasing of Checks	Check if documents/attachments are complete/Citizens Charter/Office	Timely response to the clients/Check Release	Cashier's Staff	Incomplete attachment (e.g. statement of Undertaking; Photocopied Boarding Pass and etc.)	Holding of Checks	Double Check the attachments/ Seek coordination to concerned offices/Inform the concerned offices	
Document report of checks issued	COA/Accounting Office Guidelines	Timely submission of RCI/Report of Released Checks/Report of Unreleased Checks/ Stailed and Cancelled Checks	Cashier's Staff/ Acting Head	Erroneous encoding of payee/amount from the printed check stubs	COA Audit Observation Memorandum/ Unbalanced reporting versus Budget Office and Accounting Office	Double Check the information, seek buddy opinion and on time preparation of the reports	
Report of Disbursement	Check if documents/attachments are complete/Citizens Charter/Office Manual	Timely submission of Report of Disbursement/ Refund of excess budget	Cashier's Staff/ Acting Head	Incomplete attachment/ Document consolidation	Late submission	Timely submission of documents for replenishments/ proper consolidation of documents	
Collection of Venue Rental Fee	Check if documents/attachments are complete/Citizens Charter/Office Manual	Issuance of Official Receipt	Cashier's Staff/ Acting Head	Wrong quotations/amount from the Accounting Office/Operations Office/ Incomplete Information	Wrong amount/Delay of issuance	Double Checking of Information/ Coordination with concerned offices	