



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 19, 2021

OFFICE MEMORANDUM

No. **020**, s. 2021

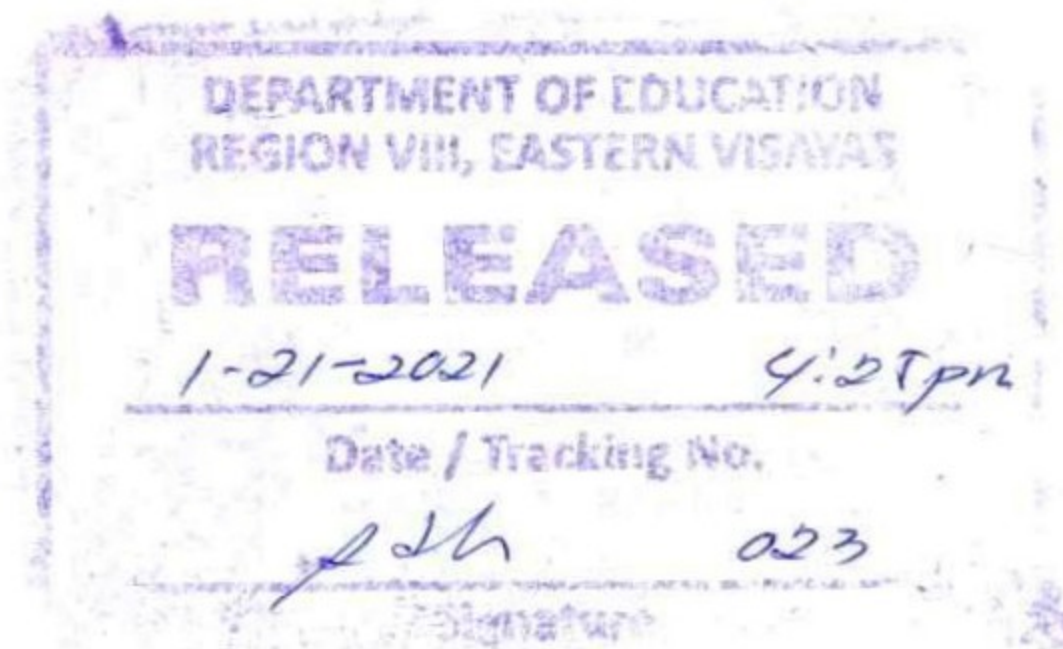
To: **Ms. RUSSEL L. RESCO**, Administrative Officer V (Cashier III)
Ms. LUCIA B. AGUILA, Administrative Officer I
Ms. JOSEPHINE L. TAJARROS, Administrative Aide VI
Ms. ELEZABETH C. CORNITO, Administrative Aide IV

DUTIES AND FUNCTIONS OF CASH SECTION PERSONNEL

1. For maximum efficiency and effectiveness in the delivery of services, the Cash Section personnel are expected to deliver/perform the specific duties and functions necessary for the achievement of the section's Key Result Areas (KRAs). (Please see attached list)
2. Performance rating of concerned employees will be based on the delivery of their respective duties and functions and other related tasks.
3. For information, guidance and compliance.


RAMIR B. UYTICO EdD, CESO IV
Director IV

AD-CS-RLR



DUTIES AND FUNCTIONS OF CASH SECTION PERSONNEL

Process Name	Function/Task	Personnel In-charge	Timeline	Means of Verification
Purchase of Accountable Forms Process	<ul style="list-style-type: none"> • Prepare of PR and other Procurement documents • Prepare RAAF 	<ul style="list-style-type: none"> • Josephine Tajarros • Russel Resco 	<ul style="list-style-type: none"> • As need Arise • Monthly 	<ul style="list-style-type: none"> • RAAF
Payment of Internal and External Claims Process for Check	<ul style="list-style-type: none"> • Prepare Check • Record to Warrant Register Book <ul style="list-style-type: none"> ○ MDS ○ PSU Remittance, Seminar Fund ○ Provident, PSF ○ RELC, Yolanda Fund • Prepare Bank Advice • Review and sign Check • Release of Check 	<ul style="list-style-type: none"> • Elezabeth Cornito (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Lucia Aguila • Elezabeth Cornito • Josephine Tajarros • Josephine Tajarros • Russel Resco • All Cash Personnel 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Warrant Register per Account • Bank Advice
Payment of Internal and External Claims Process for LDDAP-ADA thru FINDES	<ul style="list-style-type: none"> • Prepare Findes, SLAIIAE, ADA • Record to Warrant Register Book • Prepare Advice • Review and sign Findes, SLAIIAE, ADA and Bank Advice 	<ul style="list-style-type: none"> • Josephine Tajarros • Elezabeth Cornito • Josephine Tajarros • Russel Resco 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Signed Findes • Signed SLAIIAE • Signed ADA • Warrant Registry • Advice
Payment of External Claims Process for LDDAP-ADA	<ul style="list-style-type: none"> • Assign LDDAP-ADA No., prepare SLAIIAE and Advice • Record to Warrant Register Book <ul style="list-style-type: none"> ○ MDS ○ PAGCOR • Review and sign LDDAP-ADA, SLAIIAE and Bank Advise 	<ul style="list-style-type: none"> • Elezabeth Cornito (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco • Russel Resco 	<ul style="list-style-type: none"> • Daily 	<ul style="list-style-type: none"> • Signed LDDAP-ADA • Signed SLAIIAE • Warrant Registry • Advice
Preparation of Payment Reports Process	<ul style="list-style-type: none"> • Prepare RCI <ul style="list-style-type: none"> ○ MDS ○ PSU Remittance, Seminar Fund ○ Provident ○ RELC, Yolanda Fund • Prepare RADAI <ul style="list-style-type: none"> ○ MDS ○ PAGCOR • Prepare ChkADAD Record <ul style="list-style-type: none"> ○ MDS, PAGCOR ○ PSU Remittance, Seminar Fund ○ Provident ○ RELC, Yolanda Fund • Review and certify reports 	<ul style="list-style-type: none"> • (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Lucia Aguila • Elezabeth Cornito (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco • (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Lucia Aguila • Elezabeth Cornito • Josephine Tajarros • Russel Resco 	<ul style="list-style-type: none"> • Daily • Monthly 	<ul style="list-style-type: none"> • Signed RCI • Signed RADAI • Signed ChkADAD Transmittal Submission FD
Preparation of Report of Staled/Cancel	<ul style="list-style-type: none"> • Prepare Report on Cancelled and Staled Checks 	<ul style="list-style-type: none"> • (<i>per account in-charge</i>) 	<ul style="list-style-type: none"> • Monthly 	<ul style="list-style-type: none"> • Signed Report on Cancelled

led Checks Process	<ul style="list-style-type: none"> ○ PSU Remittance, Seminar Fund ○ Provident ○ RELC, Yolanda Fund, MDS ● Review and Sign the report 	<ul style="list-style-type: none"> ○ Lucia Aguila ○ Elezabeth Cornito ○ Josephine Tajarros ● Russel Resco 		and Staled Checks/ Transmittal of Submission to FD
Collection and Deposit Process	<ul style="list-style-type: none"> ● Issuance of OR ● Record to Cash Book, prepare RCD & CRR, prepare deposit slip and prepare summary of collection for deposit <ul style="list-style-type: none"> ○ Seminar Fund ○ Provident, RA, PSU ○ RELC, ● Review and Certify reports 	<ul style="list-style-type: none"> All Cash personnel <i>(per account in-charge)</i> <ul style="list-style-type: none"> ○ Lucia Aguila ○ Elezabeth Cornito ○ Josephine Tajarros ● Russel Resco 	<ul style="list-style-type: none"> ● Daily ● Monthly 	<ul style="list-style-type: none"> ● Signed RCD and CRR/ Transmittal of Submission to FD
Cash Advance Process	<ul style="list-style-type: none"> ● Prepare PR and other Procurement documents ● Liquidate Cash Advance 	<ul style="list-style-type: none"> ● Josephine Tajarros ● Russel Resco 	<ul style="list-style-type: none"> ● As need Arise 	<ul style="list-style-type: none"> ● Liquidation Report/ Transmittal of Submission to FD
Payment and Replenishment of Petty Cash Fund Process	<ul style="list-style-type: none"> ● Process PCF and record to Petty Cash Book <ul style="list-style-type: none"> ○ Miscellaneous Expense ○ Fuel Expense ● Review and release cash 	<ul style="list-style-type: none"> ○ Lucia Aguila ● Russel Resco 		PCF Book
BIR Alpha List Process	<ul style="list-style-type: none"> ● Prepare Summary List of Withholding Tax <ul style="list-style-type: none"> ○ MDS, PAGCOR ○ Seminar Fund ○ RELC, Yolanda ● Prepare BIR Alpha List, BIR Form 2306 & 2307 ● Review and sign BIR Form 2306 & 2307 	<ul style="list-style-type: none"> ○ Russel Resco ○ Lucia Aguila ○ Josephine Tajarros ● Elezabeth Cornito ● Russel Resco 	<ul style="list-style-type: none"> ○ Monthly 	<ul style="list-style-type: none"> ○ Summary List ○ MAP Form
Certification of Remittances Process	<ul style="list-style-type: none"> ● Prepare and record certification ● Review and sign certification 	<ul style="list-style-type: none"> ● Josephine Tajarross ● Russel Resco 	<ul style="list-style-type: none"> ● As need Arise 	<ul style="list-style-type: none"> ● Signed Certification/ Endorsement
Release of Monthly Payrolls & Payslips of SDO Employees Process	<ul style="list-style-type: none"> ● Release of Payroll, payslip to SDO 	<ul style="list-style-type: none"> ● All cash personnel 	<ul style="list-style-type: none"> ● Monthly 	<ul style="list-style-type: none"> ● Logbook
Release of Payfile Of DepEd Employees Salary/Benefits Process	<ul style="list-style-type: none"> ● Release of Payfile to Servicing Bank 	<ul style="list-style-type: none"> ● All cash personnel 	<ul style="list-style-type: none"> ● Monthly 	<ul style="list-style-type: none"> ● E-mail