

# FEEDBACK AND REDRESS MECHANISM

(Based on CSC Citizen's Charter Feedback and Redress Mechanism)

Please let us know how we have served you by doing any of the following:

- Send your feedback through e-mail ([depedmisor.net](mailto:depedmisor.net)) or call us at 856-4454
- Talk to our Officer of the Day

If you are not satisfied with our service, your written (Bayan Muna drop box)/verbal complaints shall immediately be attended to by the Officer of Day at the Public Assistance and Complaints Desk.

THANK YOU for helping us continuously improve our services.

## PROCESSING OF APPOINTMENTS

Service Description	:	Processing of appointment of all teaching and non-teaching personnel in the Division
Client Group	:	All teaching and non-teaching personnel
Service Schedule	:	Monday-Friday (8:00 AM- 12:00 Noon – 1:00 PM – 5:00 PM)
Total Processing Time	:	3 weeks, 3 hours and 30 minutes
Total Fees	:	None

### Requirements

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|--|---|--|
| <ul style="list-style-type: none"> <li>1. CSC Form 212</li> <li>2. Transcript of Records</li> <li>3. Board Rating</li> <li>4. PIRCLicense</li> <li>5. Neuro Test Result</li> <li>6. Drug Test</li> <li>7. Police Clearance</li> <li>8. NBI Clearance</li> <li>9. Medical Clearance</li> <li>10. Sworn Statement of Assets and Liabilities</li> </ul> | <ul style="list-style-type: none"> <li>11. ATM Account Number</li> <li>12. GSIS Membership Form</li> <li>13. Philhealth ID Number</li> <li>14. NSO Birth Certificate</li> <li>15. Division Clearance<br/>- as to Money and Property</li> <li>16. Position Description Form</li> </ul> | <ul style="list-style-type: none"> <li>17. Performance Rating***</li> <li>18. Copy of latest approved appointment***</li> <li>19. Separation Order***</li> <li>20. Certification of Last Salary Received***</li> <li>21. Certificate of No Pending Case</li> </ul> |
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#### Note:

- 1. \*\*\*For transferees from other Division
  - 2. All photocopy documents must be authenticated by the Administrative Officer V
- \*\*\*Transferee from other Division

PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submit all the required documents for the issuance of appointment	Receives, checks and verifies documents as to completeness	15 minutes	Administrative Aide	None	CSC Form 212, Oath of Office, SALN, PDF, F211
2		Reviews, checks all documents as to completeness, accuracy, authenticity and veracity and prepares appointment.		Admin. Asst. HRMO Designate		Appointment Form
		Forwards the appointment to the Admin. Asst. for update in the PSIPOP Forwards the appointment to Admin. Officer V for signature	40 minutes	Admin. Asst.	None	
3		Reviews and signs. Forwards the appointment to the Chairman of the Personnel Selection Board for signature	15 minutes	Administrative Officer V	None	None
4		Reviews and signs the appointment	20 minutes	ASDS	None	None

		Forwards the appointment to the Schools Division Superintendent for approval				
5		Approves the appointment	1 hour	Schools Division Superintendent	None	None
6		Forwards the appointment and its enclosures to the Civil Service Commission for attestation	3 weeks	Administrative Aide	None	None
7		Retrieves the attested appointment from the Civil Service Commission and forwards to the Secretary for Release	1 hour	Administrative Aide	None	None

## ISSUANCE OF SERVICE RECORDS AND CERTIFICATION

- Service Description : Issuance of updated service records, certificate of employment, compensation, and oneness to all teaching and non-teaching personnel in the Division
- Client Group : All teaching and non-teaching personnel in the Division
- Service Schedule : Monday to Friday (8:00 Am – 12:00 Noon and 1:00 PM – 5:00 PM)
- Total Processing Time : 50 minutes
- Total Fees : None
- Requirements : For updated service record : latest payslip  
 For Certificate of oneness : Birth certificate secured from NSO  
 For Certificate of Employment : Authenticated copy of latest payslip

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submit request with pertinent documents to the receiving staff	Receives, records and forwards request to the concerned person-in-charge	10 minutes	Admin. Aide	None	None
2		Prepares the documents requested such as updated service records, certificate of employment, oneness and forwards to the AO V for signature	20 minutes	Admin. Asst.	None	None

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
3		Receives, reviews and signs the document and forwards to the releasing staff for release	10 minutes	Admin. Aide	None	None
4		Receives and records the signed documents Release the requested documents to the requesting party	10 minutes	Admin. Aide	None	None

## PROCESSING OF APPLICATION FOR VACATION/SICK/MATERNITY & PATERNITY LEAVE

- Service Description : Processing of application for vacation/sick/maternity & paternity leave of absence for all teaching & non-teaching employees in the Division
- Client Group : All teaching and non-teaching employees in the Division
- Service Schedule : Monday to Friday (8:00 AM-12:00 Noon and 1:00 PM-5:00PM)
- Total Processing Time : 30 minutes
- Requirements : For leave more than 1 month – Letter request, Form 6, Clearance from money & property accountability in School, District & Division, Indorsement from the School & District

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits Form 6 together with all the required attachments	Receives and records the Form 6 and checks as to completeness of documents	3 minutes	Receiving Staff	None	None
2		Checks and evaluates the application and process the leave. Post the number of days applied for leave of absence in the employees leave card. Affix initial in Form 6.	15 minutes	Admin. Asst.	None	None
3		Reviews and approves the leave of absence For 1 to 29 days For 30 days or more	5 minutes 5 minutes	Admin. Officer V SDs	None	None
4		Release the approved application for leave of absence to concerned employee or authorized representative	2 minutes	Releasing Staff	None	None

PROCESSING OF CHANGE OF STATUS DUE TO MARRIAGE & REVERSION TO MAIDEN NAME

- Service Description : Processing of change of status due to marriage and reversion to maiden name of female teaching and non-teaching personnel in the Division
- Client Group : All female personnel who wants to use the husbands family name & all female personnel who wants to revert to the use of their maiden name
- Service Schedule : Monday to Friday (8:00 AM-12:00 Noon and 1:00 PM– 5:00 PM)
- Total Processing Time : 1 hr. & 5 minutes
- Requirements : For change of status : authenticated copy of marriage contract issued by NSO  
 For reversion to maiden name : Authenticated copy of Resolution annulling the marriage  
 Authenticated CSC Resolution granting the request for reversion to the use of maiden name

PROCESS FOR AVAILING THE SERVICES

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits request together with all pertinent documents	Receives and checks completeness of documents	5 minutes	Receiving Staff	None	None
2		Checks and validates documents as to completeness, authenticity and veracity. Prepares Special Order for Change of Status/ Reversion to Maiden Name	20 minute	Admin. Aide	None	Special Order for Change of Status
3		Reviews and initials Special Order	5 minutes	Admin. Officer V	None	None
4		Signs the Special Order	30 minutes	SDS	None	None
5		Receives, records and release the Special Order	5 minutes	Admin. Aide	None	None



## PROCESSING OF NOTICE OF SALARY ADJUSTMENT (NOSA) AND NOTICE OF STEP INCREMENT (NOSI)

Service Description	: Processing of notice of salary adjustment and notice of step increment of all teaching and non-teaching personnel in the Division
Client Group	: All teaching and non-teaching employees
Service Schedule	: Monday to Friday (8:00 AM-12:00 Noon – 1:00 PM-5:00 PM)
Total Processing Time	: 53 minutes
Total Fees	: None

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits all documents needed to the Receiving Staff	Receives, records and checks completeness of documents Forwards documents to Admin. Asst.	5 minutes	Receiving Staff	None	None
2		Prepares NOSA/NOSI and forwards to Admin. Officer V for review and initial	10 minutes	Admin. Asst.	None	None
		Reviews and initials Forwards document to SDS for signature	3 minutes	Admin. Officer V	None	None
		Signs the NOSA/NOSI Forwards to Releasing Staff for release	30 minutes	SDS	None	None
		Records the approved NOSA/NOSI for release	5 minutes	Releasing Staff	None	None

## PROCESSING OF GSIS RETIREMENT CLAIM

Service Description : Processing of GSIS Retirement claim of personnel who retires from the service

Client Group : All teaching and non-teaching personnel who retires from the service

Service Schedule : Monday to Friday (8:00 AM-12:00 Noon – 1:00 PM – 5:00 PM)

Total Processing Time : 1 hr. and 50 minutes

Total Fees : None

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Serviced Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits all required documents for application of retirement	Receives, records and checks as to completeness of documents	10 minutes	Receiving Staff	None	GSIS Retirement application & SALN
2		Evaluates for validity and completeness of documents as to service records, clearance as to records, money and property accountability, provident/coop loans, SALN, administrative cases and prepares indorsement to the GSIS through the Regional Office	1 hr.	Admin. Asst.	None	None
3		Reviews and initials indorsement to the GSIS through the Regional Office	20 min.	Admin. Officer V	None	None
4		Signs the indorsement to the GSIS through the Regional Office	1 hr.	SDS	None	None
5		Records and forwards the Indorsement				

		with enclosures to the Regional Office	20 minutes	Releasing Staff	None	None
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## SIGNING/AUTHENTICATION OF OFFICIAL DOCUMENTS

Service Description	:	Signing of official documents authorized by the Schools Division Superintendent based on original copies
Client Group	:	All teaching and non-teaching personnel including those who have retired from the service
Service Schedule	:	Monday to Friday (8:00 AM – 12:00 Noon and 1:00 PM – 5:00 PM)
Total Processing Time	:	20 minutes
Total Fees	:	None
Requirements	:	For document authentication: Original copies of documents to be authenticated For loan applications: loan forms and pay slip

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person in-charge	Fees	Form
1	Request for signing/ authentication of official documents	Receives and checks the documents to be signed /authenticated	5 minutes	Receiving Clerk	None	None
2		Reviews, signs/authenticates documents based on original copies	15 minutes	Administrative Officer V	None	None
3		Releases signed/ authenticated documents	5 minutes	Releasing Clerk	None	None

## PROCESSING OF CERTIFICATION, AUTHENTICATION AND VALIDATION OF SCHOOL RECORDS (CAV)

Service Description	:	Processing of Certification, Authentication and Validation of School Records of students/pupils who enrolled/graduated in both private and government schools within the Division
Client Group	:	Students/Pupils who enrolled/graduated in a private or government schools located within the Division
Service Schedule	:	Monday to Friday (8:00 AM – 12:00 Noon and 1:00 PM – 5:00 PM)
Total Processing Time	:	38 minutes
Total Fees	:	None
Requirements	:	Form 137, Certificate of Graduation/Enrollment, Diploma

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits all pertinent documents for the issuance of CAV	Receives, records, and checks documents as to completeness and forwards to the Records Officer Designate	5 minutes	Admin. Aide/ Receiving Staff	None	None
2		Receives, reviews and verify all documents as to completeness, authenticity and veracity Prepares indorsement to the Regional Office Forward request to SDS for signature	25 minutes	Records Officer Designate	None	None
3		Reviews and signs indorsement to the Regional Office Forwards request with enclosures to Releasing Staff for release	5 minutes	SDS	None	None
4		Receives, records signed indorsement with enclosures and release to the requesting party	3 minutes	Admin Aide/ Releasing Staff	None	None

## PROCESSING OF APPLICATION OF EQUIVALENT RECORD FORM (ERF)

- Service Description : Processing of application of Equivalent Record Form for all teaching personnel
- Client Group : All Teaching personnel in the Division
- Service Schedule : Monday to Friday (8:00 AM – 12:00 Noon and 1:00 PM – 5:00 PM)
- Total Processing Time : 2 hrs. and 35 minutes.
- Total Fees : None
- Requirements : Application Form for ERF, Service Records, Transcript of Records, PRC License, Sworn Statement and Performance Rating Report for the last two rating period, copy of latest appointment

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits duly accomplished ERF application form together with all the required documents	Receives, records and checks requirements as to completeness	10 minutes	Receiving Staff	None	ERF Application Form
2		Receives, checks and verifies requirements as to authenticity, validity and veracity. Evaluates credentials and recommends specific position most fitted for the qualifications based on documents submitted	40 minutes	Admin. Asst.	None	None
3		Reviews and signs the documents. Forwards documents to the SDS for signature	20 minutes	Admin. Officer V	None	None
4		Reviews and signs the application form. Forwards documents to the person-	40 minutes	SDS	None	None

**COLLECTION OF PAYMENTS AND ISSUANCE OF OFFICIAL RECEIPTS FOR VARIOUS ACCOUNTS**  
**(BUREAU OF TREASURY, PROVIDENT FUND & MOOE)**

- Service Description** : Collection of payments and issuance of official receipts for bid documents, contractor's registration, protest fee, returned cash and loan payments.
- Client Group** : Suppliers/contractors, Teaching & Non-teaching Personnel
- Service Schedule** : Monday-Friday (8:00AM-12:00 Noon to 1:00PM-5:00PM)
- Total Processing Time** : 20 minutes
- Total Fees** : None
- Requirements** : Order of payment

**PROCESS FOR AVAILING THE SERVICE**

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Secure Order of Payment from : 1. BAC secretariat for Bid of documents 2. Accounting section for other payments	Receive payment and issue official receipt for a specific account.	5 minutes	Administrative Officer III/ Disbursing Officer II	None	Order of Payment
2		Deposit all collections for various accounts	5 minutes	Administrative Officer III	None	Deposit Slip
3		Prepare & submit report of collection for various accounts	10 minutes	Administrative Officer III/ Disbursing Officer II	None	None

		In-charge				
5		Prepares endorsement to the Regional Office and forwards application form together with all other documents for signature of SDS	20 minutes	Admin. Asst.	None	None
6		Signs the endorsement and forwards all documents to the Releasing Staff.	20 minutes	SDS	None	None
		Forwards endorsement with attachments to the Regional Office	5 minute	Releasing Staff	None	None



## PROCESSING OF PROVIDENT LOAN

- Service Description : Processing of loan of all teaching and non-teaching personnel in the Division who wants to avail of Provident Fund Loan
- Client Group : All teaching and non-teaching personnel in the Division
- Service Schedule : Monday to Friday (8:00 AM-12:00 Noon and 1:00 PM – 5:00 PM)
- Total Processing Time : 45 minutes
- Requirements : Provident Fund Loan Application, letter request and an authenticated copy of the latest payslip  
Net take home pay must be sufficient

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits duly accomplished Provident Fund Loan application together with the required attachments	Receives, records and checks documents as to completeness of documents Forwards loan applications to the person-in-charge	5 minutes	Receiving Staff	None	Application for Provident Fund Loan
2		Checks as to completeness of documents. Evaluates if applicant have sufficient net take home pay to cover payments of the amount of loan applied for	5 minutes	Authorized Personnel	None	None
3		Reviews and signs the loan application	5 minutes	Admin. Officer V	None	None
4		Approves the loan application Forwards approved loan applications to Accounting Section	10 minutes	SDS	None	None

5		Release of loan	20 minutes (Subject to availability of Funds)	Cashiering Section	None	None
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## GSIS LOAN CONFIRMATION

- Service Description : Confirmation of GSIS loan applications of all teaching and non-teaching personnel done electronically
- Client Group : All teaching and non-teaching personnel in the Division
- Service Schedule : Monday to Friday (8:00AM-12:00 Noon and 1:00 PM – 5:00 PM)
- Total Processing Time : 10 Minutes
- Requirements : Latest payslip  
Net take home pay must be sufficient to cover payments of the loan

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits authenticated photocopy of latest payslip Transacts loan through GSIS Kiosk (Available in the Office)	Evaluates loan eligibility based on submitted copy of latest payslip	5 minutes	Admin. Aide	None	None
		Confirms loan application	5 minutes	Admin. Aide	None	None

## REQUEST FOR DATA AND INFORMATION

- Service Description : Provision of data and information concerning school profile and performance indicators for use in the promotion programs, research, and accreditation purposes
- Client Group : All teaching and non-teaching personnel, researchers, offices/agencies in the government
- Service Schedule : Monday - Friday (8:00 AM- 12:00 Noon and 1:00 PM – 5:00 PM)
- Total Processing Time : 1 hr. and 30 minutes
- Total Fees : None
- Requirements : Letter request approved by the Schools Division Superintendent (SDS)

### PROCES FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person-in-Charge	Fees	Form
1	Submits letter request to the SDS for approval	Receives and records the request already approved by the SDS and forwards to the Planning Officer II	10 minutes	Admin. Aide/ Releasing Staff	None	None
2		Prepares the requested data and information and forwards to the SDS for review and signature	1 hour	Planning Officer II	None	None
3		Reviews and signs the requested data and information Forwards to the releasing staff for release	10 minute	SDS	None	None
4		Records and release the report to the requesting party	10 minutes	Admin. Aide/ Releasing Staff	None	None

## PROVISION OF QUALITY HEALTH CARE IN DIVISION OFFICE

Service Description	: The provision of quality health care in the office usually rendered as part of the health and nutrition services whenever students , teachers ( as referred by school nurse) and non-teaching personnel experience or feel discomfort and also in conducting Medical-Dental check-up as screening procedure of newly-hired teachers and non-teaching personnel.
Client group	: All school children, teaching and non-teaching personnel
Service Schedule	: Monday-Friday ( 8:00 AM – 12:00 Noon to 1:00PM- 5:00 PM Including Saturday and Sundays during athletics activities ( 24 hours)
Total Processing Time	: Indefinite depending on the level of discomfort and needs.
Total Fees	: None
Requirements	: None

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provided	Processing Time	Person in-charge	Fees	Form
1	Client goes to clinic for health care and screening	Do assessment activities: Interview the patient for probable cause of discomfort, take baseline data ( vital signs) and medical history	Indefinite	Nurse on duty/ Doctor on duty	None	Health card, Logbook
2	Client ( newly hired teacher and non-teaching, athletes,etc.) goes to Dentist for dental check-up	Do assessment of dental status and gives advice on findings	Indefinite	Dentist on duty, Dental aide on duty	None	Dental health card
3	Client goes to Medical Officer for medical check-up	Formulate medical assessment/ diagnosis	2-3 minutes	Doctor on duty	None	Health Card, Logbook
4		Plan for medical intervention	3-5 minutes	Doctor on duty	None	Health card, Logbook
5		Implement the planned intervention	Indefinite	Doctor on duty	None	Health card. Logbook

6		Evaluate the effectiveness of the medical intervention ; refer if necessary, give instructions for follow-up	30 minutes or more	Doctor on duty	None	Health card, Logbook, Referral slip
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### ISSUANCE AND RELEASE OF CHECKS

- Service Description** : Issuance and release of checks for salary claim, honorarium and other benefits, payments of supplies and materials, reimbursements, and cash advances in accordance with the accounting and COA rules and regulations in disbursing funds.
- Client Group** : All teaching and non-teaching employees
- Service Schedule** : Monday-Friday (8:00AM-12:00 Noon to 1:00PM-5:00PM)
- Total Processing Time** : 25 Minutes
- Total Fees** : None
- Requirements** : Approved Voucher

#### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1		Receive and record disbursement vouchers and payroll for check issuance.	3 minutes	Administrative Officer III/ Disbursing Officer II	None	Voucher
2		Prepare/issue check and forward to SDS office for signature	7 minutes	Administrative Officer III/ Disbursing Officer II	None	None
3	Sign voucher/ payroll	Record and release signed checks	5 minutes	Administrative Officer III/ Disbursing Officer II	None	None



## PROCESSING OF MOOE SUBSIDY

Service Description	MOOE Subsidy is downloaded monthly to Elementary and Secondary Schools through the School Heads
Client Group	Elementary and Secondary School Heads
Service Schedule	8:00AM-12:00NN and 1:00PM - 5:00PM of Scheduled Date
Total Processing Time	One week after Scheduled Date of Submission under normal circumstances
Total Fees	None
Requirements (in 3 copies)	Liquidation Report and supporting documents Request for Cash Advance with: <ul style="list-style-type: none"> <li>-Obligation Request</li> <li>-Request for Price Quotation</li> <li>-Abstract of Price Quotation</li> <li>-Approved Purchase Request and APP</li> </ul>

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits required supporting documents	Checks Liquidation Report and supporting documents of previous cash advance and prepares Liquidation Listing by District	1 hr/ Secondary School 30 mins/ Elem School	Administrative Assistant III	None	None
2		Encodes and prints Journal Entry Voucher (JEV) indicating liquidation of previous cash advance	15 minutes/ Listing	Bookkeeper	None	None

3		Checks Request for Cash Advance and supporting papers and prepares Payroll by Districts/Secondary Schools	20 minutes/ School	Administrative Assistant III	None	None
4		Prepares Prooflist by District/Secondary Schools to be attached to Payroll	15 mins/ District	Accounting Clerk	None	None
5		Assigns control number to Disbursement Voucher and Obligation Request	15 mins/ District	Accounting Clerk	None	None
6		Certifies availability of allotment and obligates for the purpose indicated	30 mins/ District	Budget Officer	None	None
7		Certifies availability of cash and completeness of supporting documents	10 mins/ District	Accountant II	None	None
8		Forwards Disbursement Voucher and supporting documents to the Schools Division Superintendent for approval	5 mins/ District	Accounting Clerk	None	None

## PROCESSING OF REIMBURSEMENT OF TRAVEL CLAIMS

Service Description : Travel claims includes registration fees, fares, meals, incidental expenses, and hotel accommodation/ lodging expenses incurred by Division Office Personnel on official travel to attend seminars, trainings, conferences, etc.

Client Group : Division Office Personnel  
 Service Schedule : Monday-Friday (8:00 AM- 12:00 NN and 1:00 PM- 5:00 PM)  
 Total Processing Time : 1 hour and 5 minutes under normal circumstances  
 Total Fees : None

Requirements : Memorandum  
 (In 3 copies) Travel Order ( approved by Regional Director if travel outside Region X)  
 Approved Itinerary of Travel  
 Certificate of Travel Completed  
 Certificate of Appearance  
 Plane Ticket, Boarding Pass for airbus  
 Bus Tickets  
 Official Receipts  
 Reimbursemen Expense Receipt  
 Disbursement Voucher  
 Obligation Request ( Obr) signed by the Administrative Officer or Assistant Schools Division Superintendent

### PROCESS FOR AVAILING THE SERVICE

Step	Client	Service Provider	Processing Time	Person In-Charge	Fees	Form
1	Submits required supporting documents	Receives and attaches routing slip	5 minutes	Receiving Clerk	None	None
2		Assigns control number to Obr & DV and forwards documents to Person In-Charge for Processing	5 minutes	Accounting Clerk	None	None
3		Evaluates validity of documents, verifies completeness, process and records transactions	25 minutes	Administrative Assistant II	None	None

4		Certifies availability of allotment and obligates for the purpose indicated	10 minutes	Budget Officer	None	None
5		Certifies availability of cash and completeness of supporting documents	15 minutes	Accountant II	None	None
6		Forwards Disbursement Voucher (DV) and supporting documents to the Schools Division Superintendent for Approval	5 minutes	Accounting Clerk	None	None