



Republic of the Philippines
Department of Education
REGIONAL OFFICE NO. VIII (EASTERN VISAYAS)
 Government Center, Candahug, Palo, Leyte
ISO 9001:2015 CERTIFIED



MEMORANDUM
 OM-2020-**035**

TO: **RUSSEL L. RESCO**, Administrative Officer V (Cashier III)
LUCIA B. AGUILA, Administrative Officer I
MILLEA JOY B. URBANO, Administrative Assistant III
JOSHEPHINE L. TAJARROS, Administrative Aide VI
ELEZABETH C. CORNITO, Administrative Aide IV

FROM: 
RAMIR B. UYTICO, Ed.D., CESO IV
 Director IV 

SUBJECT: **DUTIES AND FUNCTIONS OF CASH SECTION PERSONNEL**

DATE: January 31, 2020

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.



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 | <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 ○ Epip • 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 ○ Millea Joy Urbano ○ Josephine Tajarros ○ Elezabeth Cornito • Millea Joy Urbano • 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 • Russel Resco • Millea Joy Urbano • 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"> • Millea Joy Urbano (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Millea Joy Urbano • 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, PSF ○ RELC, Yolanda Fund ○ Epip • Prepare RADAI <ul style="list-style-type: none"> ○ MDS ○ PAGCOR • Prepare ChkADAD Record <ul style="list-style-type: none"> ○ MDS ○ PSU Remittance, Seminar Fund ○ Provident, PSF, PAGCORs ○ RELC, Yolanda Fund ○ Epip • 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 ○ Millea Joy Urbano ○ Josephine Tajarros ○ Elezabeth Cornito (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Millea Joy Urbano (<i>per account in-charge</i>) <ul style="list-style-type: none"> ○ Russel Resco ○ Lucia Aguila ○ Millea Joy Urbano ○ Josephine Tajarros ○ Elezabeth Cornito • Russel Resco | <ul style="list-style-type: none"> • Daily • Monthly | <ul style="list-style-type: none"> • Signed RCI • Signed RADAI • Signed ChkADAD |

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|--|--|---|--|--|--|
| Preparation of Report of Staled/Cancelled Checks Process | <ul style="list-style-type: none"> • Prepare Report on Cancelled and Staled Checks <ul style="list-style-type: none"> ○ PSU Remittance, Seminar Fund ○ Provident, PSF ○ RELC, Yolanda Fund, MDS ○ Epip • Review and Sign the report | <i>(per account in-charge)</i> <ul style="list-style-type: none"> ○ Lucia Aguila ○ Millea Joy Urbano ○ Josephine Tajarros ○ Elezabeth Cornito • Russel Resco | <ul style="list-style-type: none"> • Monthly | <ul style="list-style-type: none"> • Signed on Cancelled and Checks | <ul style="list-style-type: none"> • Report on Cancelled and Staled |
| Collection and Deposit Process | <ul style="list-style-type: none"> • Issuance of OR • Record to Cash Book, prepare RCD & CRR and prepare summary of collection for deposit <ul style="list-style-type: none"> ○ Seminar Fund ○ Provident, RA w/ DST ○ RELC, ○ PSU, RA w/o DST • Prepare deposit slip • Review and Certify reports | <i>(per account in-charge)</i> <ul style="list-style-type: none"> ○ Lucia Aguila ○ Millea Joy Urbano ○ Josephine Tajarros ○ Elezabeth Cornito • Lucia Aguila • Russel Resco | <ul style="list-style-type: none"> • Daily • Monthly | <ul style="list-style-type: none"> • Signed RCD and CRR | |
| 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 | |
| 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 ○ Millea Joy Urbano & Josephine Tajarros • Russel Resco | | <ul style="list-style-type: none"> • 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"> ○ Millea Joy Urbano ○ 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 | |
| Release of Monthly Payfile, Payroll & Payslips of SDO Employees Process | <ul style="list-style-type: none"> • Validate Deposit Slip & ADA and update Mo. Salary Monitoring tool • Release of Payroll, payslip to SDO | <ul style="list-style-type: none"> • Lucia Aguila • 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"> • Printed E-mail | |