



**OFFICE OF THE REGIONAL DIRECTOR –
Financial and Administrative Division (FAD)
External Services**



SERVICE NAME:	1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges	
An Order of Payment (OP) is issued by the Accountant/Accounting Staff requesting the Collecting Officer (i.e. Cashier, Cash Clerk, designated Special Collecting Officer) to issue Official Receipt in favor of a Payor of regulatory and administrative fees and charges.		
Office or Division:	Financial and Administrative Division (FAD)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
Who may avail:	Individuals and Private and Public Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly approved Statement of Accounts (SOA) [Four (4) copies] including application		NTC Licensing Area

Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Presents duly approved SOA and application	1. Accepts SOA and application for assessment	None	3 Minutes	Accountant, Designated Authorized Personnel – FAD
1.1 Receives SOA and application and returns to the Licensing Area	1.1 <i>If SOA is not valid</i> , returns SOA and application to Applicant		5 Minutes	
	1.2 <i>If SOA is valid</i> , prepares OP in three (3) copies 1.3 Affixes signature to the OP			
2. Receives OP, SOA and application	2. Issues OP in two (2) copies, returns SOA in three (3) copies and the application and advises Applicant to proceed to Cash Unit for payment	None	2 Minutes	
TOTAL			10 Minutes	



SERVICE NAME:	2. Issuance of Official Receipt for the collection of Regulatory and Administrative Fees and Charges	
An Official Receipt (OR) is issued by the Collecting Officer as evidence of all monies received from a Payor of regulatory and administrative fees and charges.		
Office or Division:	Financial and Administrative Division (FAD)	
Classification:	Simple	
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G - Government to Government	
Who may avail:	Individuals and Private and Public Entities	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Duly signed Order of Payment (OP) in two (2) copies		Financial and Administrative Division (FAD)
2. Duly approved Statement of Account (SOA) in three (3) copies		NTC Licensing Area
3. Legal Tender in Cash, Postal Money Order or Check (Manager's/Cashier's Check, Government issued checks with ACIC/Accountant's Advice or Commercial Check <i>Note 1: Commercial Check – refers to check issued by government agencies chargeable against the agency's checking account with Authorized Government Depository Banks (AGDBs). These are covered by income/receipts authorized to be deposited with AGDBs; and funding checks received by Operating Units from Central/Regional/Division Offices, respectively.</i>		Applicant



Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Presents duly signed OP, SOA, including application	1. Accepts OP, SOA, and application for assessment	None	2 Minutes	Cash Clerk III (Collecting Officer) – FAD
1.1 Receives , SOA and application and returns to FAD	1.1 If OP is not valid, returns the same to the Applicant			
	1.2 If OP is valid, requests Applicant to present legal tender			
2. Presents legal tender	2. Receives legal tender	As indicated in the OP	6 Minutes	
	2.1 Prepares OR in three (3) copies			
	2.2 Affixes signature to the OR			
	2.3 <i>For proof of payment of fees</i> , indicates payment details on Application Form, OP and SOA			
3. Receives OR, OP, SOA and required documents with proof of payment	3. Releases original copy of OR. Returns SOA in two (2) copies and the application and advises Applicant to proceed to the Licensing Area	None	2 Minutes	
TOTAL			10 Minutes	