



**ADMINISTRATIVE BRANCH (AB) –  
General Services Division (GSD)  
External Services**



<b>SERVICE NAME:</b>	<b>1. Issuance of Official Receipt for the Collection of Regulatory and Administrative Fees and Charges</b>	
An <b>Official Receipt (OR)</b> is issued by the Cash Collecting Officer as evidence of all payments received from a Payor of regulatory and administrative fees and charges.		
<b>Office or Division:</b>	Cash Unit, General Services Division (GSD), Administrative Branch (AB)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	Individuals, Private and Public Entities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly signed Order of Payment (OP) in three (3) copies		Finance Division (FD), Planning, Financial and Management Branch (PFMB)
2. Duly approved Statement of Account (SOA) in three (3) copies		Operating Unit
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: 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
<p>1. Submits duly signed OP, SOA, including application</p> <p>1.1 Receives OP, SOA and application and returns to the FD, PFMB</p>	<p>1. Accepts OP, SOA, and application for assessment</p> <p>1.1 <i>If OP is not valid,</i> returns OP, SOA and application to the Applicant</p> <p>1.2 <i>If OP is valid,</i> requests Applicant to pay the required fees</p>	None	2 Minutes	Cash Clerk III (Collecting Officer) – Cash Unit, GSD, AB
2. Pays the required fees	<p>2. Receives payment</p> <p>2.1 Prepares OR in three (3) copies and affixes signature in the OR</p> <p>2.2 Indicates proof of payment on the OP, SOA and Application</p>	As indicated in the OP	6 Minutes	
3. Receives OR, OP, SOA and application and returns to the Operating Unit	3. Issues original copy of OR. Returns two (2) copies of SOA and OP and the application	None	2 Minutes	
	<b>TOTAL</b>		<b>10 Minutes</b>	