



**PLANNING, FINANCIAL AND MANAGEMENT  
BRANCH (PFMB) –  
Finance Division (FD)  
External Services**



<b>SERVICE NAME:</b>	<b>1. Issuance of Order of Payment for the collection of Regulatory and Administrative Fees and Charges</b>			
An <b>Order of Payment</b> (OP) is issued by the Accountant or the designated Authorized Representative of the Accounting Unit requesting the Cash Collecting Officer to: (1) issue Official Receipt in favor of a Payor, (2) receive the payment of regulatory and administrative fees and charges, and (3) deposit the same to the Authorized Government Depository Bank (AGDB) of NTC.				
<b>Office or Division:</b>	Accounting Unit, Finance Division (FD), Planning, Financial and Management Branch (PFMB)			
<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 approved Statement of Accounts (SOA) [Four (4) copies] including application			Operating Unit	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submits duly approved SOA and application	1. Accepts SOA and application, and checks validity of SOA	None	3 Minutes	Accountant, designated Authorized Representative – FD, PFMB
1.1 Receives SOA and application and returns to the Operating Unit who issued the SOA	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 four (4) copies and affixes signature to the OP			
2. Receives OP, SOA and application and proceeds to Cash Unit for payment of fees	2. Issues three (3) copies of OP and SOA and the application	None	2 Minutes	
<b>TOTAL</b>			<b>10 Minutes</b>	