



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



SERVICE NAME:	1. Issuance of Modified Disbursement Systems (MDS) Check and List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA) for Payment of Claims
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The **Modified Disbursement System (MDS) Check** is issued to pay the creditors/payees chargeable against the account of the Treasurer of the Philippines maintained with a MDS Government Servicing Bank (MDS-GSB) and covered by Notice of Cash Allocation (NCA).

The **List of Due and Demandable Accounts Payable-Advice to Debit Account (LDDAP-ADA)** is issued to the MDS-GSB reflecting the names of creditors/payees to be paid and the corresponding amounts of the unpaid claims, and authorizing the debit of specified amount from the available NCA balance.

Office or Division:	Cash Unit, General Services Division (GSD) Administrative Branch (AB)
Classification:	Simple
Type of Transaction:	G2B – Government to Business G2C – Government to Citizen G2G – Government to Government
Who may avail:	NTC Officials and Employees, Suppliers, Contractors, Government Entities

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly approved Disbursement Voucher (DV) 2. Duly certified Obligation Request Status (ORS) 3. Complete and correct supporting documents			Accounting Unit Finance Division (FD), PFMB	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits requirements	1. Receives complete and correct requirements from Accounting Unit	None	1 Hour	Administrative Aide VI
Processing Stage				
	2. If creditor/payee has no existing LBP account a. Prepares and signs MDS Check and ACIC b. Countersigns the MDS Check and approves ACIC	None	23 Hours	Administrative Officer I Director II, AB/ Deputy Commissioner/ Commissioner



	<p>2.1 If creditor/ payee has existing LBP account</p> <p>a. Prepares and signs the following:</p> <p>i. LDDAP-ADA</p> <p>ii. FinDES/BillerDES</p>			Administrative Officer V
	<p>b. Certifies that the LDDAP is prepared in accordance with existing rules and regulations.</p> <p>c. Approves the following:</p> <p>i. LDDAP-ADA</p> <p>ii. FinDES/BillerDES</p> <p>d. Signs the ADA</p> <p>e. Counter signs the ADA</p>			<p>Accountant III</p> <p>Director II, PFMB/ Deputy Commissioner / Commissioner</p> <p>Administrative Officer V</p> <p>Director II, AB / Deputy Commissioner / Commissioner</p>
<p>3. Receives information that payment is already credited to their account/MDS check is ready for release and issues Official Receipt and signs the "Received" portion of DV</p>	<p>3. Releases payment</p> <p>3.1 For LDDAP-ADA, informs claimant that payment is already credited to their accounts</p> <p>3.2 For MDS Check, informs claimant that MDS Check is ready for release</p>		1 Hour	<p>Administrative Aide IV / Administrative Officer I / Administrative Officer V</p>
	TOTAL		24 Hours	

Notes: 1. **ACIC** refers to Advice of Checks Issued and Cancelled.

2. **FinDES** refers to Financial Data Entry System for payroll account.

3. **BillerDES** refers to Biller Data Entry System for other creditors.



SERVICE NAME:	2. Handling of Request for the Issuance of Accountable Forms, Common-Use Supplies, Materials and Equipment			
The accountable forms, common-use supplies, materials, and equipment are issued for the daily operational activities of the requesting office.				
<i>Note: The forms, supplies, materials and equipment included in this procedure covers only those which are readily available in stock and inventory.</i>				
Office or Division:	Supply and Property Unit, General Services Division (GSD), Administrative Branch (AB)			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NTC Officials and Employees			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
Requisition and Issue Slip (3 copies)			Requesting Unit	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits Requisition and Issue Slip (RIS) 1.1 Receives the RIS with information of deficiencies	1. Screens the Requisition and Issue Slip (RIS) for completeness of entries 1.1 <i>If incomplete</i> , returns RIS	None	1 hour	Admin Aide IV / Admin Officer III/ Admin Officer V
Processing Stage				
2.1 Receives the RIS with corresponding notation.	2. Verifies inclusion of the requested items in the Requesting Unit's Project Procurement Management Plan (PPMP) 2.1 <i>If not included</i> , returns the RIS with notation that the PPMP should be revised on semi-annual basis to	None	16 Hours	Admin Aide IV / Admin Officer III/ Admin Officer V



	<p>authorize procurement of the items</p> <p>2.2 Checks availability of the requested items in inventory</p> <p>a. <i>If not available</i>, informs Requesting Unit and proceeds for procurement</p> <p>b. <i>If available</i>, approves RIS</p> <p>2.3 Prepares the requested items for release and</p> <p>a. IR, or</p> <p>b. ICS/ PAR.</p>			
3. Receives the items delivered; acknowledges in the "Received by" portion of the RIS; and receives IR or ICS/PAR.	<p>3. Releases the requested items and issues to end-user's copy of RIS and</p> <p>a. IR, or</p> <p>b. ICS/ PAR.</p> <p><i>Note: Accountable Forms will be shipped thru courier if Requesting Unit is from the Regional Offices, except NCR.</i></p>	None	8 Hours	Admin Aide II / Admin Aide IV / Admin Aide VI / Admin Officer III
	TOTAL		24 Hours	

Notes:

1. **IR** refers to Invoice Receipt for Accountable Forms
2. **ICS** refers to Inventory Custodian Slip for equipment.
3. **PAR** refers to Property Acknowledgment Receipt for equipment.



SERVICE NAME:		3. Handling of Request for Release of Radio Operator Examination Report of Rating		
The Report of Rating is issued to a Radio Operator Examinee indicating therein the result of his/her examination.				
Office or Division:		Central Records Unit, General Services Division (GSD), Administrative Branch (AB)		
Classification:		Simple		
Type of Transaction:		G2C – Government to Citizen		
Who may avail:		Radio Operator Examinee		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Admission Slip or any valid government ID			Examinee	
SUPPORTING DOCUMENT				
1. Authorization letter duly signed by the applicant and valid ID of the authorized representative.			Person being represented	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Processing Stage				
1. Presents Admission slip or any government issued ID	1. Accepts Admission Slip or any government issued ID	None	30 minutes	Admin. Aide II
	2. Retrieves examinees' file 2.1 Verifies Report of Rating from the Official master list of Result of Examination	None	23 Hours	Admin. Aide II
3. Receives the Report of Rating	3. Stamps, signs and releases the report of rating		1 Hour	Admin. Aide II
TOTAL			24 Hours	



SERVICE NAME:	4. Handling of Request for Verification of Records			
The verification of records , including but not limited to certificates, permits, licenses and result of rating, is provided to support the licensing units' capability to check the existence of the record on file, correctness and authenticity of the details stated therein.				
Office or Division:	Central Records Unit, General Services Division, Administrative Branch			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	Delivery Units of Central and Regional Offices			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Notice of Request for Verification			Delivery Unit	
2. Copy of certificate, permit, or license for verification			Delivery Unit	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
Pre – Assessment Stage				
1. Submits notice through electronic mail, facsimile or the record to be verified	1. Screens notice of request for verification.	None	30 minutes	Admin Asst II Admin Officer I
Processing Stage				
	2. Checks availability and authenticity of record on file. <i>Otherwise</i> , requests from the originating Licensing Unit of the Regional Office to confirm the availability and authenticity of records in archive.		23 Hours	Admin Asst II Admin Officer I Admin Officer III
	2.1 Provides the necessary verification details on record and indicates the applicable remark:			Admin Officer V



	a. Available, true, and correct; <i>or</i> b. Available but not true and correct; or c. No file available 2.2 Reviews/ approves verification of the record.			
2. Receives verified record	3. Forwards verified record to the Delivery Unit		1 Hour	Admin Asst II Admin Officer I
	TOTAL		24 Hours	