



SSB-03. Issuance of Control of Order of Payment and Official Receipt

A. Issuance of Control of Order of Payment

The Accounting Section of the Financial Management Division provides accounting services and manages the finances of the company. Its functions include the issuance of Order of Payment for external and internal clients.

Office or Division:	Accounting Section, Financial and Management Division (FMD), Support Services Branch (SSB), NAMRIA			
Classification:	Simple			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Internal and External Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order of Payment Form		Front Line Services Unit/Information Client Service Unit		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Processing of Order of Payment form	1. Records in the Logbook and assign numbers to the Order of Payment form	None	2 minutes	<i>Accounting Section Staff</i> SSB-FMD
2. Proceed to the Cashier Section for payment	2. Proceed to the Cashier Section for payment			
	TOTAL	None	2 minutes	



B. Issuance of Official Receipt (OR)

The Cashier Section's frontline service is the issuance of Official Receipt (OR). As a basis and to ensure the fee agreement between the Client and the Agency, the Client must submit an Order of Payment (OP) from the Accounting Section which the Collecting Officer receives followed by the issuance of OR. The Cashier Section acknowledges payment for the products/services such as:

- GISMB:**
 - GIS (Geographic Information System) Training Course onsite/offsite
 - Project from other Government Agencies supported by MOA (Memorandum of Agreement)
- RDAB:**
 - Various LC (Land Classification) Maps
 - Certification Fee of No FAO (Forestry Administrative Order) Records
 - Thematic Maps (ENR datasets: Land cover, Slope, Coastal Resources Maps)
- MGB:**
 - Geodetic Control Points & Benchmark Certification
 - GNSS Registration
 - GNSS Data Evaluation
 - Administrative Maps (Provincial & Regional)
 - Certification of Maps
 - Relief Map of the Philippines
 - Topographic Maps (1:10,000; 1:50,000; 1:250,000; 1:400,000; 1:500,000)
 - ORI, DTM, DSM, IfSAR, LIDAR, Orthoimage, Orthophoto, Aerial Photo
- Others:**
 - Refund of Excess TEV
 - Refund of Excess Cash Advances
 - Bidding Documents

Office or Division:	Cashier Section, Administrative Division, Support Services Branch, NAMRIA
Classification:	Simple
Type of Transaction:	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business
Who may avail:	All NAMRIA Employees, Suppliers/Contractors and Clients
CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Order of Payment	Cashier Office
Client Service Satisfaction Survey (one copy)	Cashier Office (Printed Form)



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Order of Payment (OP)	1.1 Receive OP 1.2 Prepare and fill up OR details 1.3 Issue OR	None	5 minutes	<i>Cashier III</i> or SN3 or <i>Administrative Officer III (Cashier II)</i> or <i>Administrative Officer I (Cashier I)</i> SSB-Cashier Section
2. Receive Official Receipt (OR) and provide client satisfaction feedback	2. Compile client satisfaction feedback	None	1 minute	<i>Cashier III</i> or SN3 or <i>Administrative Officer III (Cashier II)</i> or <i>Administrative Officer I (Cashier I)</i> SSB-Cashier Section
	TOTAL	None	6 minutes from start of transaction	