



Treasury Division (TD)
External Services



1. AS-TD01 Disbursement of Fund through Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) - for Non-LBP account holder

Release of payments to suppliers/creditors through the manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA). The LDDAP-ADA form is used to facilitate the payment of government accounts payable, ensuring that claims are properly validated and processed, and payments are made through the Modified Disbursement System (MDS)

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business)			
Who may avail:	Suppliers/creditors who are non-Landbank account holder and cannot be paid through the Electronic Modified Disbursement System (EMDS)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) (1) Original Copy			Department of Energy - Accounting Division	
2. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) together with the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: Bank charges concern: Please refer to Section 5.9, No. 2 of the Department of Budget and Management (DBM) Circular Letter No. 2013-16 dated 23 December 2013 which provides, "5.9.2 Bank transfer, if creditor's account is maintained outside the agency's MDS-GSB, where corresponding bank charges shall be borne/paid by the creditor/payee concerned" Crediting of payment to creditor's account: Please refer to Section 3.7 of the Department of Budget and Management (DBM) Circular Letter No. 2018-14 dated 28 December 2018 which provides, "3.7 As a general rule, the Modified Disbursement System	1.1. Receive the duly signed List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) together with the duly approved Disbursement Voucher (DV)	None	2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Place/put an action slip for endorsement to the Division Chief for approval to process		2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.3. Verify the correctness of the LDDAP - ADA as against the DV		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.4. Encode the LDDAP-ADA and the DV in the Check Monitoring System (CMS)		5 minute/s	• Administrative Officer I/ Administrative Aide VI; Treasury Division (TD)
	1.5. Prepare BillerDes for utility payments (e.g. PLDT, Meralco)		5 minute/s	• Administrative Officer I or III; Treasury Division (TD)
	1.6. Check and validate the entries in the CMS as against the DV & LDDAP-ADA		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.7. Review the correctness of BillerDes as against the DV/s		2 minute/s	• Administrative Officer V; Treasury Division (TD) • Supervising Administrative Officer ; Treasury Division (TD)
	1.8. Prepare the Manual Advice of Checks Issued and		5 minute/s	• Administrative Officer V;



- Government Servicing Banks (MDS-GSB) shall effect payment of A/Ps to the individual accounts of creditors within the next two (2) banking days after receipt of the LDDAP-ADA and SLIIE. " Agency Action No. 1.5 or Preparation of BillerDes is applicable for payments of utilities only.	Cancelled (ACIC) for LDDAP-ADA			Treasury Division (TD)
	1.9. Record in the journal book of deduction the amount in the LDDAP-ADA from NCA balance	2 minute/s		• Administrative Officer V; Treasury Division (TD)
	1.10. Sign the LDDAP-ADA and its attached ACIC	3 minute/s		• Chief Administrative Officer; Treasury Division (TD)
	1.11. Forward the LDDAP ADA and its ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for EUMB for above P5M) for signature	3 minute/s		• Administrative Aide VI; Treasury Division (TD)
	1.12. Sort the original and duplicate copies of ACIC and LDDAP-ADA for submission to Landbank	3 minute/s		• Administrative Aide VI; Treasury Division (TD)
	1.13. Submit the sorted original and duplicate copies of ACIC and LDDAP-ADA to Landbank of the Philippines (LBP) for crediting to suppliers' non-Landbank account	20 minute/s		• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 1 hour/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-TD02 Collection of Fees and Charges

Issuance of Invoice to acknowledge receipt of collection of fees and charges from clients and businesses

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	All clients who have been assessed and have been issued Order of Payments by the DOE- Accounting Services			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Order of Payment (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Department of Energy - Accounting Division, 2nd floor, Annex Bldg., Department of Energy	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the Order of Payment to the Cashier/Collection Officer Location: Window 2, Treasury Division, Ground Floor, Annex Bldg., Department of Energy Notes/Instruction: For EVOSS client, please pay the amount due within five (5) working days only. For VFELP clients, please pay the amount due within seven (7) calendar days only. Failure to do so will automatically cancel the Order of Payment.	1. Check the accuracy of details of the Order of Payment (OP) through validation in the Collection Monitoring System (COMS) using the OP serial number	None	10 minute/s	• Administrative Officer III or V; Treasury Division (TD)
2. Pay the respective amount whether in cash, check, or both to the Cashier/Collecting Officer, or Submit the proof of payment if paid through bank Location: Window 2, Treasury Division, Ground Floor, Annex Bldg. Department of Energy Notes/Instruction: Upon receiving the invoice, check if all information in the invoice are correct and count the change, if any, before leaving.	2.1. For Over the Counter (OTC) Payment: Accept the payment(s), tick the type/mode of payment and generate the Invoice in the Collection Monitoring System	Formula Fees Breakdown: Please refer to the schedule of fees and charges	4 minute/s	• Administrative Officer III or V; Treasury Division (TD)
	2.2. For Online Payment: Confirm the credit to DOE Account through the downloaded bank statement and prepare the Invoice once confirmed		4 minute/s	• Administrative Officer III or V; Treasury Division (TD)
	2.3. Issue the invoice		2 minute/s	• Administrative Officer III or V; Treasury Division (TD)



Total Processing Time:	Working Days: 20 minute/s
Total Processing Fee:	Total Standard Fee: None See other fees below
Formula / Schedule of Fees • Please refer to the schedule of fees and charges Click to view/download Approved Schedule of Fees and Charges CY 2023	



3. AS-TD03 Disbursement of Fund Through Electronic Modified Disbursement System (EMDS) (for LBP account holder)

Release of payments through Electronic Modified Disbursement System (eMDS) to suppliers with Landbank of the Philippines (LBP) Accounts. The electronic Modified Disbursement System (eMDS) has been adopted as one of the modes of disbursement under Joint Administrative Order (JAO) No. 2015-1 dated March 12, 2015 of the DBM and DOF. This is to facilitate an efficient and prompt reconciliation of spending agencies' disbursements vis-à-vis the accounts of the BTr maintained at the LBP as Authorized Government Servicing Bank (AGSB)

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Suppliers/creditors who are enrolled in the LBP EMDS as internal creditors			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly signed Electronic Modified Disbursement System (EMDS) (1) Original Copy			Department of Energy - Accounting Division	
2. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Electronic Modified Disbursement System - Advice of Checks Issued and Cancelled (EMDS-ACIC) together with the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig Clty Notes/Instruction: The processing of credit to the creditor's account is within 24 to 48 hours after the Agency approves the List of Due and Demandable Accounts Payable (LDDAP) transaction , except for transactions that will fall on a Saturday, Sunday, or legal/special holiday which will be credited on the next banking day	1.1. Receive the duly approved Electronic Modified Disbursement System - Advice of Checks Issued and Cancelled (EMDS-ACIC) together with the duly approved Disbursement Voucher (DV)	None	3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Place/put an action slip for endorsement to the Division Chief for approval		2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.3. Verify the correctness of the EMDS-ACIC as against the DV		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.4. Encode the EMDS – ACIC and the DV in the Check Monitoring System (CMS)		5 minute/s	• Administrative Officee I/ Administrative Aide VI; Treasury Division (TD)
	1.5. Check and validate the entries in the CMS as against the DV & EMDS-ACIC		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.6. Record in the journal book of deduction the amount in the EMDS – ACIC from NCA balance		2 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.7. Sign the EMDS – ACIC and approve the same online in the LBP - EMDS portal		3 minute/s	• Chief Administrative Officer; Treasury Division (TD)
	1.8. Forward the EMDS-ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for		3 minute/s	• Administrative Aide VI; Treasury Division (TD)



	EUMB for above P5M) for signature of the ACIC and approval of the transaction online in the LBP-EMDS portal			
Total Processing Time:		Working Days: 26 minute/s		
Total Processing Fee:		Total Standard Fee: None		



4. AS-TD04 Disbursement of Fund Through Check Issuance

Release of payments through check to creditors/ suppliers who cannot be conveniently nor practicably be paid using Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or through Electronic Modified Disbursement System (EMDS) which include companies not authorized, per their internal policy, to open current accounts in addition to their existing accounts.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Suppliers/creditors with duly approved Disbursement Voucher and cannot be conveniently nor practicably be paid using Manual List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) or through Electronic Modified Disbursement System (EMDS)			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly approved Disbursement Voucher (DV) (1) Original Copy			Department of Energy - Accounting Division	
2. Sales Invoice or Service Invoice (1) Original Copy			Applicant / Client	
3. Company ID Company issued ID				
4. Authorization issued by Supplier (1) Original Copy Or (1) Photo Copy Or (1) Electronic Copy			Applicant / Client	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Disbursement Voucher (DV) Location: Receiving Counter, Window 5, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: The check is ready for pick-up once it has been duly signed by the authorized agency signatories and the transaction has been approved online	1.1. Receive the duly approved Disbursement Voucher (DV)	None	2 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Verify the correctness of the Disbursement Voucher		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.3. Encode the Disbursement Voucher in the Check Monitoring System (CMS)		5 minute/s	• Administrative Officer I/ Administrative Aide VI; Treasury Division (TD)
	1.4. Prepare the check and its corresponding Advice of Check Issued and Cancelled (ACIC) in the LBP-EMDS portal		10 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.5. Review the correctness of check and ACIC as against the DV		3 minute/s	• Administrative Officer V ; Treasury Division (TD)
	1.6. Check and validate the entries in the CMS as against the DV, Check, and ACIC		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.7. Record in the journal book of deduction the amount of the check from NCA balance		2 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.8. Sign the check and ACIC and approve the same online in		3 minute/s	• Chief Administrative



	the LBP-EMDS portal			Officer or Supervising Administrative Officer; Treasury Division (TD)
	1.9. Forward the Check together with its ACIC to the Countersigning Official (either Director for FS/AS/ERTLS for up to P5M or Undersecretary/Director for EUMB for above P5M) for signature and online approval of the same in the LBP-EMDS portal		3 minute/s	• Administrative Aide VI; Treasury Division (TD)
2. Present a valid company ID and an authorization from their company to receive the check Location: Check Releasing Counter, Window 3, Treasury Division, Annex Building, Department of Energy, 34th St. cor Rizal Drive, BGC, Taguig City	2. Verify the identity of the receiver or authorize representative to receive the check	None	2 minute/s	• Administrative Assistant II; Treasury Division (TD)
3. Issue a sales/service invoice in exchange for the check payment Location: Check Releasing Counter, Window 3, Treasury Division, Annex Building, Department of Energy, 34th St. cor Rizal Drive, BGC, Taguig City Notes/Instruction: Upon receipt of the check, review the check's details to ensure they are correct before leaving	3.1. Release the check and return the presented identification	None	1 minute/s	• Administrative Assistant II; Treasury Division (TD)
	3.2. Receive the sales/service invoice		1 minute/s	• Administrative Assistant II/Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 40 minute/s		
Total Processing Fee:		Total Standard Fee: None		



5. AS-TD05 Enrollment of Creditor's Account to the Electronic Modified Disbursement System (for Landbank account holder)

Enrollment of creditor's account to the Electronic Modified Disbursement System of the Land Bank of the Philippines (LBP-EMDS) to process payments to internal creditors.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2B (Government to Business), G2C (Government to Citizen), G2G (Government to Government)			
Who may avail:	Creditors/suppliers who have an existing or active Landbank account. The Electronic Modified Disturbment System (EMDS) is a secured internet banking facility for National Government Agencies (NGAs), including the Bureau of the Treasury and the Department of Budget and Management, which offers banking convenience to perform Modified Disbursement System's (MDS) transactions online.			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Any proof of a bank account (such as Bank Statement or Bank Certificate) (1) Original Copy Or (1) Electronic Copy Or (1) Photo Copy			Landbank of the Philippines - New Accounts Section	
2. Duly accomplished Request to Enroll Account to LBP EMDS (1) Original Copy			Department of Energy - Window 4, Treasury Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit an accomplished "Request to Enroll Account to LBP-EMDS" form together with the copy of the proof of bank account Location: Window 4, Treasury Division, Annex Building, Department of Energy, 34th St. cor. Rizal Drive, BGC, Taguig City Notes/Instruction: The creditor's bank account will only reflect in the LBP-EMDS portal within 24 hours after submission of the LBP-IC enrollment form to Landbank branch	1.1. Receive and verify if the entries in the submitted "Request to Enroll Account to LBP-EMDS" form is the same as the submitted proof of bank account	None	3 minute/s	• Administrative Assistant II; Treasury Division (TD)
	1.2. Prepare the LBP-Internal Creditors (IC) enrollment form		3 minute/s	• Administrative Assistant II; Treasury Division (TD)
	1.3. Verify the correctness of the LBP-IC enrollment form as against the submitted proof of bank account		2 minute/s	• Supervising Administrative Officer ; Treasury Division (TD)
	1.4. Sign the LBP-IC enrollment form		2 minute/s	• Chief Administrative Officer ; Treasury Division (TD)
	1.5. Forward the LBP-IC enrollment form to the countersigning official for signature		3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.6. Submit the LBP-IC enrollment form to the Landbank of the Philippines-Energy Center Branch for enrollment		20 minute/s	• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 33 minute/s		
Total Processing Fee:		Total Standard Fee: None		



Treasury Division (TD)
Internal Services



1. AS-TD06 Request for Petty Cash

Release of petty cash (cash advance) to cover small, recurring operating expenses to ensure uninterrupted operations of the Bureau/Division.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	DOE Employees			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly accomplished Petty Cash Voucher (PCV) (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>For petty cash requests for common supplies, please log in to the Petty Cash Fund Management System at 10.20.75.79/login.</i> <i>For petty cash requests for the maintenance and repair of motor vehicles, please proceed to the Motorpool Section of the DOE– General Services Division.</i>				
2. Certificate of Emergency (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>The Certificate of Emergency template for petty cash requests for common supplies is available in the Petty Cash Fund Management System at 10.20.75.79/login.</i>				
3. Justification for Emergency Purchase/Repair (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>The justification for emergency purchase or repair must be approved by the Service/Bureau Director of the requesting unit.</i>				
4. Summary/Abstract of Canvass (1) Original Copy			Applicant / Client	
<i>Remarks:</i> <i>The summary/abstract of canvass must be duly noted by a senior officer of the requesting unit.</i>				
5. Canvassess/Quotations from at least three (3) suppliers (1) Original Copy			Department of Energy - GSD-Supply	
6. Purchase Request (PR)/Request For Services (RFS) <i>Any of the following:</i>				
6.A. Purchase Request (for common supplies) (1) Original Copy			Department of Energy - GSD-Supply Section	
---- OR ----				
6.B. Request For Services (for repair of motor vehicle) (1) Original Copy			Department of Energy - GSD-Motorpool Section	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)



1. Submit the Petty Cash Voucher (Box A), duly approved by the end-user's Service/Bureau Director or Division Chief, together with the corresponding documents. Location: Disbursement Section, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: PCVs with incomplete documentation shall be returned to the end-user for completion.	1.1. Receive and check the PCV and its supporting documents	None	3 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.2. Determine and compute the applicable Value-Added Tax and/or Expanded Withholding Tax to be deducted from the gross amount.		5 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.3. Verify the completeness of the documents		3 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	1.4. Release the petty cash		10 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
2. Receive the Petty Cash and sign on the PCV. Location: Disbursement Section, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: Petty cash advances shall be liquidated within five (5) calendar days from receipt thereof. To effect liquidation, the end-user shall submit the following complete and duly accomplished documents to the Petty Cash Custodian: - Sales Invoice, Collection Receipt, and Delivery Receipt, with inspection remarks duly noted by the GSD-Supply; - BIR Form No. 2307 issued by the Accounting Division; - Requisition and Issue Slip (RIS) issued by GSD; - Inspection and Acceptance Report (IAR)/Certificate of Acceptance issued by GSD; - Pre-repair and Post-inspection Reports issued by GSD (applicable to motor vehicle repairs only); and - Waste Material Report issued by GSD.	2.1. Photocopy the signed PCV and all relevant supporting documents for the end-user's reference copy, liquidation, and filing purposes	None	2 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
	2.2. Release the end-user's copy of the PCV		2 minute/s	Administrative Officer V/Petty Cash Custodian; Treasury Division (TD)
Total Processing Time:		Working Days: 25 minute/s		
Total Processing Fee:		Total Standard Fee: None		



2. AS-TD07 Disbursement of Provident Benefits and Loan Proceeds

Release of provident fund benefits and loan proceeds to provident fund members/employees.

Office or Division:	Treasury Division (TD)			
Classification:	Simple			
Type of Transaction:	G2C (Government to Citizen)			
Who may avail:	Provident Fund Members			
Operating Hours:	8:00 AM - 5:00 PM			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
For Standard Requirement				
1. Duly approved provident disbursement voucher (DV) (1) Original Copy			Department of Energy - Administrative Service - Human Resource Maagement Division	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE (Designation; Office)
1. Submit the duly approved Provident Disbursement Voucher (DV) Location: Window 5, Receiving Counter, Treasury Division, Ground Floor, Annex Building, Department of Energy Notes/Instruction: The crediting of provident disbursement voucher to the employees' account will be processed within 2 to 5 hours after the Agency Countersigning Official approves the WeAccess transaction.	1.1. Receive and verify the completeness of the Provident Disbursement Voucher (DV)	None	3 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.2. Encode the DV in the Check Monitoring System (CMS)		5 minute/s	• Administrative Aide VI; Treasury Division (TD)
	1.3. Log the DV in the Monitoring Excel Sheet and assign the corresponding check number		3 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.4. Create a WeAccess transaction for the DV		5 minute/s	• Administrative Officer III; Treasury Division (TD)
	1.5. Verify and validate the entries in the CMS against the DV and the WeAccess transaction.		5 minute/s	• Administrative Officer V; Treasury Division (TD)
	1.6. Sign the WeAccess Transaction Acknowledgment and approve the same online through the WeAccess portal.		4 minute/s	• Chief Administrative Officer ; Treasury Division (TD)
	1.7. Forward the WeAccess Transaction Acknowledgement along with the DV to the countersigning official for approval		5 minute/s	• Administrative Aide VI; Treasury Division (TD)
Total Processing Time:		Working Days: 30 minute/s		
Total Processing Fee:		Total Standard Fee: None		