



**OFFICE OF THE REGIONAL DIRECTOR –
Financial and Administrative Division (FAD)
External Services**



SERVICE NAME:	1. Issuance of Order of Payment for the Collection of Regulatory and Administrative Fees and Charges			
An Order of Payment (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.				
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Individuals, Private and Public Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly approved Statement of Accounts (SOA) [Four (4) copies] including application			Licensing Unit	
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Submits duly approved SOA and application	1. Accepts SOA and application, and checks validity of SOA	None	3 Minutes	Accountant II
1.1 Receives SOA and application and returns to the Licensing Unit	1.1 <i>If SOA is not valid</i> , returns SOA and application to Applicant 1.2 <i>If SOA is valid</i> , prepares OP in four (4) copies and affixes signature to the OP		5 Minutes	
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	
TOTAL			10 Minutes	



SERVICE NAME:		2. Issuance of Official Receipt for the Collection of Regulatory and Administrative Fees and Charges		
An Official Receipt (OR) is issued by the Cash Collecting Officer as evidence of all payments received from a Payor of regulatory and administrative fees and charges.				
Office or Division:	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government			
Who may avail:	Individuals, Private and Public Entities			
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
1. Duly signed Order of Payment (OP) in three (3) copies			FAD	
2. Duly approved Statement of Account (SOA) in three (3) copies			Licensing 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 1: 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
1. Submits duly signed OP, SOA, including application 1.1 Receives OP, SOA and application and returns to FAD	1. Accepts OP, SOA, and application for assessment. 1.1 <i>If OP is not valid</i> , returns OP, SOA and application to the Applicant. 1.2 <i>If OP is valid</i> , requests Applicant to pay the required fees	None	2 Minutes	Cash Collecting Officer (designated)



<p>2. Pays the required fees</p>	<p>2. Receives payment 2.1 Prepares OR in three (3) copies and affixes signature on the OR 2.2 Indicates proof of payment on the OP, SOA and Application</p>	<p>As indicated in the OP</p>	<p>6 Minutes</p>	
<p>3. Receives OR, OP, SOA and application and returns to the NTC Licensing Area</p>	<p>3. Issues original copy of OR. Returns two (2) copies of SOA and OP and the application</p>	<p>None</p>	<p>2 Minutes</p>	
	<p>TOTAL</p>		<p>10 Minutes</p>	