



**OFFICE OF THE REGIONAL DIRECTOR –  
Financial and Administrative Division (FAD)  
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>	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
<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			Licensing Unit	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit duly approved SOA and application	1. Accept SOA and application, and checks validity of SOA	None	3 Minutes	Accountant II
1.1 Receive SOA and application and returns to the Licensing Unit	1.1 <i>If SOA is not valid</i> , return SOA and application to Applicant  1.2 <i>If SOA is valid</i> , prepares OP in four (4) copies and affix signature to the OP		5 Minutes	
2. Receive OP, SOA and application and proceeds to Cash Unit for payment of fees	2. Issue three (3) copies of OP and SOA and the application.	None	2 Minutes	
	<b>TOTAL</b>		<b>10 Minutes</b>	



<b>SERVICE NAME:</b>		<b>2. Issuance of Official Receipt for the Collection of Regulatory and Administrative Fees and Charges</b>		
An <b>Official Receipt (OR)</b> is issued by the Cash Collecting Officer as evidence of all payments received from a Payor of regulatory and administrative fees and charges.				
<b>Office or Division:</b>	Financial and Administrative Division (FAD), Office of the Regional Director (ORD)			
<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 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	
<b>Client Steps</b>	<b>Agency Actions</b>	<b>Fees to be paid</b>	<b>Processing Time</b>	<b>Person Responsible</b>
1. Submit duly signed OP, SOA, including application  1.1 Receive OP, SOA and application and returns to FAD	1. Accept OP, SOA, and application for assessment.  1.1 <i>If OP is not valid</i> , return OP, SOA and application to the Applicant.  1.2 <i>If OP is valid</i> , request Applicant to pay the required fees	None	2 Minutes	Cash Collecting Officer (designated)



2. Pay the required fees	2. Receive payment 2.1 Prepare OR in three (3) copies and affixes signature on the OR  2.2 Indicate proof of payment on the OP, SOA and Application	As indicated in the OP	6 Minutes	
3. Receive OR, OP, SOA and application and returns to the NTC Licensing Area	3. Issue original copy of OR. Return two (2) copies of SOA and OP and the application	None	2 Minutes	
	<b>TOTAL</b>		<b>10 Minutes</b>	