



### 3. REQUEST FOR RE-ORDER OF MDS CHECKS

To promote the use of Authority to Debit Account (ADA) as mode of disbursement for all NGAs in support of DBM Circular Letter Nos. 2013-16, 2013-16A, 2013-16B and 2018-14 dated December 23, 2013, February 6, 2014, February 25, 2014, and December 28, 2018, respectively.

To minimize the volume of outstanding checks resulting in a more predictable cash outflow in the Bureau of the Treasury.

<b>Office or Division:</b>	District Offices and Provincial Offices			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	NGAs			
<b>CHECKLIST OF REQUIREMENTS</b>			<b>WHERE TO SECURE</b>	
1. Request for MDS Check Re-Order (Form 1) – 1 original copy (hard copy or electronic copy)			Bureau of the Treasury Website for Form 1	
2. Report of Accountability for Accountable Forms (RAAFs) for MDS – 1 photocopy or electronic copy of the last 3 months			Provided by Client	
3. Monthly Estimates for the number of transaction/Accounts Payable that cannot be paid through ADA (Form 2) – 1 original copy (hard copy or electronic copy)			Bureau of the Treasury Website for Form 2	
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the documentary requirements.	1.1 Receive and ensure the completeness of the requirements.	None	2 Minutes	<i>Treasury Operations Officer (TROO)/ duly authorized personnel – Provincial/ District Office</i>
	1.2 Assess the NGA inventory of MDS checks by extracting the average number of checks issued per month.	None	2 Minutes	<i>TROO/duly authorized personnel - Provincial/ District Office</i>
	1.3 Evaluate the request of NGA to determine the number of check	None	8 Minutes	<i>TROO/duly authorized personnel -</i>



	booklets for re-order taking into consideration the volume of check for re-order, estimated number of transactions and volume and frequency of usage against the average number of checks issued per month.			Provincial/ District Office
	1.4 Prepare clearance using Form No. 3 as to number of check booklets that can be re-ordered from AGDBs and forward to CTOO.	None	5 Minutes	<i>TROO/duly authorized personnel - Provincial/ District Office</i>
	1.5 Approval:			
	1.5.1 For NCR:	None	5 Minutes	<i>Chief Treasury Operations Officer (CTOO) I/II/OIC/ICO – District Office</i>
	1.5.1.1 Check/ review the clearance and recommend approval to RD.			
	1.5.1.2 Approve the clearance and return the same to the concerned District Office.	None	3 Minutes	<i>Regional Director (RD) - NCR Regional Office</i>
	1.5.2 For Other Regions: Approve the clearance and return to TROO/duly authorized personnel.	None	3 Minutes	<i>CTOO I/II/OIC/ICO – Provincial Office</i>



	1.6 Receive, record and release the approved clearance to the concerned requesting NGA.	None	3 Minutes	<i>TROO/duly authorized personnel – Provincial/District Office</i>
<b>TOTAL :</b>		None	28 Minutes	