

Administrative Service: Weekly Wages of Person With Disability

ADMINISTRATIVE SERVICE Facilitate linkages to support management of sheltered workshop through centralize administrative activities inside the center. This includes primarily the provision of weekly wages per output on productivity activity.

Office or Division	Rehabilitation Sheltered Workshop (RSW)/ Protective Services Division			
Classification	Complex			
Type of Transaction	Government to Government			
Who may Avail	All Service/ project workers			
A. Weekly Wages of person with Disability				
Checklist of Requirements			Where to Secure	
WFP, MDP			Administrative Office	
Cash Advance for the Workshop activity			Special Disbursement Activity	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Preparation of Weekly Work Output.	1.Computation of work output per project	None	2 days (From Thursday to Friday)	<i>All project worker</i> Production Service - RSW
2. Confirmation of work output	2. Validation and pre computation of output/attendance	None	1 day Friday	<i>Project Focal Person</i> Production Service - RSW
3. Preparation of Payroll for wages	3.Preparation of request for Cash Advance, Payroll, ORS, Disbursement voucher with signature	None	1 day Friday	<i>AO-III/ Accounting Admin Service - RSW</i>
4. Approval of Cash advance	4. Endorsement of Cash Advance request for approval of ORCC, ARDO, RD	None	2 days Every Monday to Tuesday	<i>Clerk / AA-I</i> Admin Service - RSW

5.Documentation	5.1. Follow up Issuance of Special Order from Record 5.2 Follow up Record of Obligation from Budget	None	1 day Wednesday	<i>Clerk / AA-I</i> Admin Service - RSW
6. Processing of Cash advance	6. Follow up Review and accounting process. 6.1 Follow Up Issuance of Cheque for reservation	None	1 day Thursday	<i>Clerk / AA-I</i> Admin Service - RSW
7. Releasing of wages	7.1 Encashment of cheque 7.2 Disbursement of cheque	None	1 day Friday	<i>Special Disbursing Officer and Cashier</i> Admin Service - RSW
TOTAL		None	7 days	