

Department of Social Welfare and Development  
NATIONAL CAPITAL REGION  
389 San Rafael Street corner Legarda, Sampaloc, Manila

TO : ALL CENTERS/RESIDENTIAL CARE FACILITITES  
ALL UNITS/SECTIONS  
ALL RPMOs (PANTAWID PAMILYA, SLP AND RCTSU)

FROM : THE REGIONAL DIRECTOR

SUBJECT : Processing of Disbursement Voucher Process Flow on  
Replenishments, Reimbursements, TEV, Medical/Burial/Educational  
Assistance and MOA/JO Payroll

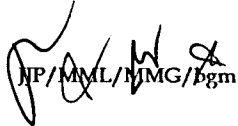
DATE : August 14, 2017

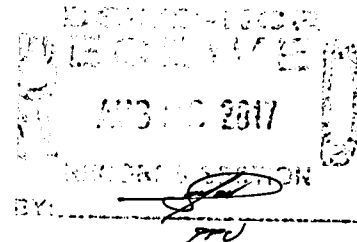
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This is to share with you the enhanced process flow chart of Accounting Section for the above-mentioned transactions per result of the Monitoring and Evaluation Workshop on the Preparation of Business Process and Requirements Analysis (BPRA) and Process Flow held on July 21, 2017 at Icon Hotel, Timog Avenue corner Tomas Morato, Quezon City.

For your information and guidance.

  
VINCENT ANDREW T. LEYSON

  
JP/MML/NMG/bgm



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**PROCESSING OF DISBURSEMENT VOUCHER**

*(Replenishment/Reimbursement - 30 mins; TEV - 20 mins; Medical/Burial/Educational Assistance - 45 mins; MOA/JO Payroll - 20 mins)*

