JE SPORTS COL	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 1 of 18
ALL COMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

### M 1.0 PURPOSE

Α

S

Т

E

R

С

0

Ρ

Υ

U

Ν

С

0

Ν

Т

R

0

L

L

E

D

С

0

Y

The purpose of this procedure is to provide guidelines on the effective implementation on the collections and disbursements of the Commission and shall keep book of accounts (Warrant Register), records and reports. The said reports shall submit to Accounting and COA Office.

## 2.0 SCOPE

The scope of this procedure covers Collection and Deposit, Cash Advances and Check Preparation and Issuance

### 3.0 DEFINITION OF TERMS

- 3.1 Cash Advances Advances granted to officers and employees who may be classified into: (a) regular cash advance those granted to cashier's, disbursing officers, paymasters and/or property/supply officers for salaries and wages, commutable allowances, honoraria and other similar payments and petty cash operating expenses; (b) Special Cash Advances those granted on the explicit authority of the Agency Heads to duly designated disbursing officer or employees for other legally authorize purposes.
- 3.2 Outstanding Check checks issued by the Agency which are not been encashed/ transact to the bank by the payee.
- 3.3 Disbursement Voucher a form used to pay an obligation to employees/individuals/agencies/creditors for goods purchased or services rendered. It shall be prepared by the Requesting Office/Unit. The Accounting Division/Unit shall stamp on the face of this form the date of receipt from the requesting unit
- 3.4 General Fund– Fund which is available for any purpose to which the legislative body may choose to apply and is composed of all receipts or revenues which are not otherwise occurring to other funds.
- 3.5 Notice of Cash Allocation (NCA)– Cash authority issued by the DBM to central, regional and provincial offices and operating units through the authorized government servicing banks of the MDS, to cover the cash requirements of the agency.
- 3.6 Report of Cash Disbursement –This report is prepared by the Disbursing Officer to liquidate his/her cash advances for payment of salaries, wages, honoraria, allowances, and other personnel benefits, current operating expenses, and special purpose/time-bound undertakings. It shall be maintained by fund cluster
- 3.7 List of Due and Demandable Accounts Payable –Authority to Debit Accounts -The LDDAP-ADA is an accountable form used as an authorization issued by the NGA/OU to the MDS-GSB instructing the bank to debit a specified amount from its available NCA to pay the creditors/payees listed in the upper portion of the LDDAP-ADA.
- 3.8 Special Disbursing Officer A Cashier or any employee that will be bonded that is designated by the Agency to pay out various transaction of a specific project.
- 3.9 Report of Checks Issued -This report shall be used by the Disbursing Officer to report daily or as often as necessary his/her disbursements made through checks. It shall include cancelled checks and be maintained by fund cluster.

NE SPORTS COL	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 2 of 18
ALL REPORTSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

- 3.10 Cash Disbursement Journal -This special journal is used by the Cashier's Office to record the disbursements made by the Disbursing Officer. It shall be maintained by fund cluster.
- 3.11 Advice to Debit Account -This report shall be used by the Office to report daily or as often as necessary his/her disbursements made through ADA. Transactions giving rise to payment by check or through this are payments for obligations incurred by the Agency, cash advances, granting of financial assistance, payment to suppliers and other claims and payables of the Agency.
- 3.12 Report of Collection and Deposit The Collecting Officer/Cashier shall prepare this report to record his/her collections and deposits to the GSB as of specific date and shall be maintained by fund cluster.
- 3.13 Order of Payment -The Accounting Division/Operations and Maintenance Office shall prepare this form based on a Bill and it shall be prepared for each payor.
- 3.14 Advice of Checks Issued and Cancelled The ACIC is a report prepared and submitted at least daily by an agency/entity to the bank partners to enable the payees to encash/negotiate the issued checks. The advice shall be promptly submitted to the bank partners.
- 3.15 Report on Paid Petty Cash Vouchers The RPPCV shall be prepared by the PCFC to replenish his/her PCF. All liquidated PCVs shall be attached together with all the supporting documents.
- 3.16 Petty Cash Fund Record -Each PCFC shall maintain this PCFR to record his/her cash advance, utilization and replenishment made and to monitor the PCF balance. All transactions for the day shall be recorded immediately.
- 3.17 NSDF –National Sports Development Fund. It shall be used for the National Sports Development Program sourced various transactions in accordance with Section 26 of R.A. No. 6847
- 3.18 MDS Modified Disbursement System
- 3.19 NSA National Sports Association
- 3.20 Financial Assistance –Granting of financial assistance to the NSAs, Athletes and other parties concern in response to their respective request. They shall secure a Statement of Undertaking in order to release their check.
- 3.21 Official Receipt –a form in exchange of the monetary transaction to reflect into the Agency's fund after collection.
- 3.22 PNB Philippine National Bank
- 3.23 LBP –Landbank of the Philippines
- 3.24 Check/Bank Check -A check is a written, dated and signed instrument that contains an unconditional order from the drawer that directs a bank to pay a definite sum of money to a payee.

#### 4.0 REFERENCE DOCUMENTS

- 4.1 Philippine Sports Commission Operations Manual
- 4.2 GOVERNMENT ACCOUNTING MANUAL (GAM) For National Government Agencies Volume II
- 4.3 Department of Budget Management Al

NESPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 3 of 18
OTTIHA	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

### 5.0 PROCESS FLOW

### **Collection and Deposit**

All cash and checks collections receive will be supported by an official receipt issued by the Collecting Officer. The said collections for the day should be deposited the following day.

RESPONSIBLE	FLOW CHART	REFERENCE
Accounting Division/ Client Cashier Staff/s Accountable Officer	START Receive Document (Order of Payment) Issue Official Receipt Collate all Collections for the day Vertical Receipt Collate all Collections for the day Prepare Deposit Slip Deliver/Forward Deposit Slip to the Bank Prepare Report of Collections (CRR) Vertical Receipt Collections (CRR) END	PSC Operations Manual Order of Payment Form Official Receipt Government Accounting Manual for National Government Agencies

NE SPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 4 of 18
OMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

#### Cash Advances

Advances from petty cash or other various projects of PSC will be released only if the person making advances has an approved cash/petty cash advance form signed by Executive Director or DED-AFMS. Liquidation is only 1 week from the date of cash/petty cash advance was released.

Requesting Party       START       PSC Operations Manual         Fill out Cash advance form / Petry Cash Voucher Form       Petry Cash Voucher Form         Signatories / Approving Officers       Government Accounting Manual for National Government Agencies         Requesting party will sign the "Receive approved Cash Advance Form/ Petry Cash Voucher Form with complete signatures       Government Accounting Manual for National Government Agencies         Mediate Scash       Prepare Report of Disbursement/       Prepare Report of Disbursement/         Disbursing Officer/ Petry Cash Custodian       Submit report to Accounting Division       Submit report to Accounting Division
$\downarrow$

NE SPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 5 of 18
SPORTS COMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## **Check Preparation and Issuance**

All vouchers ready for check issuance will be received only from DED-AFMS provided that such vouchers were duly signed by authorized signatories (Chairman, chief Accountant and Executive Director). Once the check was already prepared, signed and ready for releasing, Cashier will call the client to pick up the check.

RESPONSIBLE	FLOW CHART	REFERENCE
Cashier Staff	START Receive voucher from Executive Director /Chairman's Office	PSC Operations Manual Disbursement Voucher Report of Check Issued/ Released and Unreleased Advice of Checks Issued
Authorized Signatories Office (Chairman and 1 Commissioner) Cashier Staff	monitoring Prepare checks/LDDAP ADA for all vouchers received together with the Advice of Checks Issued and Cancelled Forward vouchers with check prepared to the authorized signatories (Chairman and 1 Commissioner) Receive Signed Checks (Chairean and 1 Commissioner) Receive Signed Checks Prepare Report of Checks Issued/ Released and Unreleased Submit report to Accounting Division/ COA END	and Cancelled LDDAP ADA forms Authorization Letter Official Receipt Government Accounting Manual for National Government Agencies

ANE SPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 6 of 18
NOISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

### 6.0 PROCEDURE

6.1 Collection and Deposit

All Cash checks collections receives will be supported by an official receipts issued by the Collecting Officer.

- 6.1.1 Ask order of payment to the:
  - 6.1.1.a Accounting Office for refund (Cash Advance/ Financial Assistance by NSA/ Pre-payment travel)
  - 6.1.1.b Operations and Maintenance Office for venue rental, manpower fee, notarial services and;
  - 6.1.1.c Bids and Awards Committee Office for Bidders Bid Bonds
- 6.1.2 Make sure that the order of payment forms is signed by the authorized signatories.
- 6.1.3 Double check the signatories and amount of payment for the issuance of Official Receipt
- 6.1.4 Issue Official Receipt by authorized Collecting Officer.
- 6.1.5 Said collections for the day will be deposited the following day.
- 6.1.6 The Collecting Officer should update his/her file to report daily collections through form of Report of Collections and Deposits and Cash Receipts Record.
- 6.1.7 By the end of the month, the Collecting Officer should submit the said reports to the Accounting Office for recording. There should be also a separate Summary of Monthly Collections for easy tracking of files as the need arises.
- 6.2 Cash Advances

Advances from petty cash or other various projects of PSC will be released only if the person making advances has an approved cash/petty cash advance form signed by Executive Director or DED-AFMS.

- 6.2.1 The requesting party should accomplish a petty cash/ cash advance form from the Cashier's Office.
- 6.2.2 Submit the petty cash/ cash advance form for approval of authorized signatories/Official.
- 6.2.3 Releasing of Petty Cash/Cash Advance
- 6.2.4 Upon released, the cash advance should be liquidated after 1 week.
- 6.2.5 Upon liquidation, the Petty Cash Custodian should maintain a Report of Paid Petty Cash Vouchers in order to replenish the cash advance under his/her accountability for continue operation of the agency. In addition, all Cash Advances made to a Special Disbursing Officer should be liquidated only to collectina liquidations, Special them. After the the Disbursing officer/Accountable Officer should prepare a Report of Cash Disbursement and refund all excess cash (if there is any). Replenishment report will also be prepared if the Petty Cash custodian will receive liquidated documents and collate at least 50-75% of the total amount of petty cash advance.
- 6.2.6 The liquidation report shall be submitted to the Accounting Office. If not liquidated, the salary of the concerned person shall be hold by the Cashier's Office.
- 6.3 Check Preparation and Issuance

SPORTS COMMINS	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 7 of 18
COMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

All vouchers ready for check issuance will be received only from DED-AFMS provided that such vouchers were duly signed by authorized signatories (Chairman, Chief Accountant and Executive Director).

- 6.3.1 The vouchers are received from the DED-AFMS Office. Vouchers should be signed by the authorized signatories as such as the Chief Accountant, Executive Director and the Chairman.
- 6.3.2 If the signatories are complete, the office shall prepare the checks, advice of check issued and cancelled and LDDAP ADA. LDDAP ADA are payments directly to the supplier, utility and persons if the fund is coming from the General Fund MDS 201. This process allows the agency not to issue check thus, crediting the amount directly to their LBP Account.
- 6.3.3 After preparation, the checks, advise of check issued and cancelled and LDDAP ADA will be forwarded to the authorized signatories such as one Commissioner and the Chairman of the Agency.
- 6.3.4 The checks, advise of check issued and cancelled and LDDAP ADA shall go back to the Cashier's office for double checking and for signature of the Head Cashier.
- 6.3.5 The Cashier's Office will call the client informing that their check/LDDAP ADA is already available for pick up/ has been credited into their account.
- 6.3.6 In claiming checks, the client should present their valid identification card to verify their credentials. Official receipts shall be also issued to the Agency in exchange of the checks and LDDAP ADA (suppliers/NSAs/utility).
- 6.3.7 Claiming checks through authorization without any identification, they should seek for approval of the higher officials and if once approved, checks will be released and will be marked as "For Payees Account Only".
- 6.3.8 If the NSA will claim their check (Financial Assistance), the office should verify first to the Accounting Office if the NSA has an unliquidated Financial Assistance.
- 6.3.9 If there's no outstanding unliquidated fund, the checks shall be released in exchange of their Official receipt. If not, the checks will be hold until they are cleared in the Accounting Office.
- 6.3.10 Report of Issued Checks should be prepared by the staff and certified by the head of the Cashier's Office for both NSDF and General Fund. Along with this report is the Report of Released Checks that is updated daily and weekly, and the report of Unreleased Checks by the end of the month. All mentioned reports shall be submitted to the Accounting Division, Budget Division and COA.

NE SPORTS COR	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 8 of 18
AND COMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

### 7.0 FORMS ATTACHED

## **Report of Cash Disbursement**

	ter : <u>NSD</u>	ppine Sport E	5 Comme		-	Report No. : 1 Sheet No. :	
Date	DV/Pa yroll No.	ORS/BURS No.	Respons ibility Center	Раусе	UACS Object Code	Nature of Payment	Amoun
	-				-		
			-		-		
					-		
	-				-		
					+		
	-						
					-		
-	1						
				TOTAL	_		
				(Description of the C/A)	-		
					-		
	-				-		
				Vch.#	-		
				Oblig. #			
				Check # dated			
				(Amount of the C/A)			
				CERTIFICATION			
		1		rtify on my official oath that this Report of Ca			
				sheets(s) is a fall, true and correct statement o			
		da	tring the p	eriod stated above actually made by me in pay	yment for a	obligations.	
				(NAME)			
				Name and Signature of Disbursing Officer	Cashier		
				territe and officiate of proparate Councer.	S. Martine F		

NE SPORTS COR	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 9 of 18
A COMMISSION	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

# Report of Paid Petty cash Vouchers (Replenishment Form)

y Name: Cluster	Philippine Sports Commissi : NSDF	Report No: Sheet No.: 1		
Date	Petty Cash Voucher No.	Particulars		AMOUNT
		د (		1
		k		
		TOTAL	Р	
		(Replenishment Description)		
		CERTIFICATION		
nereby c	ertify to the correctness of t			

A LESPORTS COMMENTS	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 10 of 18
OMMISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## Report of Checks Issued/ Released and Unreleased



SPORTS COMME	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 11 of 18
A CANANA	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

# Petty Cash Form

PETTY C	ASH VOUC	HER No.:	
Entity Name: <u>PHILIFFINE</u>	PORTSCOMMISS	ON Date :	
Fund Cluster: NSDF			
Payee/Office :			vility Center Code:
Address :			
I. To be filled out upon	req ue st	II. To be filled out upon lig	uidation
Particulars	Amount		
AN CONTRACTOR	1	Total Amount Granted	
		Total Amount Paid per	
		OR/Invoice No	
		A mount Refunded/ (Reimbursed)	
		(rembused)	. <u></u>
A Requested by:		с	
H Manager State of the		Received Re	fund
1000 No. 100 No. 100 No.	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
Signature over Pr	rinted Name	Re in burs en	nent Paid
Name of Re-	questor		
Approved by:			
Signature over P	rinted Name	Signature over Pris	nted Name
Name of Immedia	te Supervisor	Petty Cash Cus	
H Paid by:		1:	
Signature over Pr	rinted Name	Liguidation	Subm itte d
Petty Cash Cu	us to dian		
In the event that I			
iquidate the above cash		Reimburse	ment Received by:
uthorize the Petty Cash			
leduct the above amoun	in my salary.		
Cash Barrier d b			
Cash Received by:			
	<u> </u>		
Signature over P		Signature over Pris	nted Name
Payee		Payee	
Date:		Date:	

NE SPORTS COR	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 12 of 18
SPORTS COMMISSION	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

### Cash Advance Form

	Cash Voucher
	Date :
	PARTICULAR
	Re : PAYMENT OF EXPENSES FOR THE
	IN THE AMOUNT OF
	In the another of
	(P).
	51/39/53 mm <sup>2</sup> 1
	NOTE : - This is subject for liquidation within one week;
	<ul> <li>Upon receipt of this cash advance you are now personally liable and accountable for its</li> </ul>
	and accountable for its proper & timely liquidation;
	<ul> <li>Failure to do would mean holding of the recipient's salary;</li> <li>No purchase of achieven and the like it is a salary;</li> </ul>
	<ul> <li>No purchase of equipment and the like shall be made out of it;</li> <li>For submission of pertinent documents as follows :</li> </ul>
	TRANSPORTATION:
	- Approved Actual Inherary of Travel;
	- Used Bus tickets;
	- Certificate of Appearance.
	SUPPLIES : REPAIRS:
	- Approved RIS and Parchase Request - Pre and Post Repair
	- Inspection and Acceptance Report; - Inspection Report
	- Invoice and/or Official Receipts; - Report of Waste Materials
	- Canvass/Quotation Invoice/OR FOOD/MEALS:
	- Approved Request;
	- Signed guest lists;
	<ul> <li>Minutes/Brief of meeting;</li> </ul>
	- Form of Authority in Course
	- Form of Authority to serve food/OR.
	APPROVED BY: RECEIVED AND CONFORMED:
£0	in the second se

ATTE SPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 13 of 18
NOISSION	Cashier Procedures	Revision No.:	1
* 1990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## LDDAP-ADA

Bit Note         PHILIPPINE SPORTS COMMISSION           OPERATING UNIT         ESP - SERVICING UNIT           NOT CODE         ESP - SERVICING UNIT           UNIT CODE         ESP - SERVICING UNIT           UNIT CODE         ESP - SERVICING UNIT           UNIT CODE         ESP - SERVICING UNIT           ESP - SERVICING UNIT         ESP - SERVICING UNIT	EPARIMENT	LIST OF DUE AND DEMA	NEABLE ACCOUNTS	S PAYABLE - ADVICE	TO DEBIT ACCOUNT	NTS (LDDAP-ADA)	DEC /	15 2016	
<form>     Definition of the defini</form>		- PHILIPP	INE SPORTS	S COMMISS	ION	133.3	1	man and a second	121
						243	INNS	12 1 Au	6.25
MEX.GOL BEANCHARDS SUB ACCOUNT NO. 207*90187         I.LET OF OLD AND DEMANDALLY ACCOUNTS PRIVALE (DOWN)         I.LET OF OLD AND DEMANDALY ACCOUNTS PRIVALE (DOWN)						I RS	P-SEN	VICING UN	ar
Image: Convert five APP         #       E.Convert five APP       E.BANCOL       ALLED NOT       Max another       IN PROSE         #       E.Convert five APP       E.BANCOL       ALLED NOT       Max another       IN PROSE         #       E.Convert five APP       E.BANCOL       ALLED NOT       Max another       IN PROSE         #       E.Convert five APP       E.BANCOLO       ALLED NOT       Max another       IN PROSE         #       E.BANCOLO       ALLED NOT       ALLED NOT       IN PROSE       IN PROSE       IN PROSE         #       E.BANCOLO A. ALLED F. ANAMOND A. MAXEY       14777144552       2016 12 -00013       5021003000       10,160.00       10	VIDS-038 BRAND	CH/MDS SUB ACCOUNT NO.: 2177-90018-	7						
Interview of the APP         INTERVIEW       Automation       INTERVIEW         INTERVIEW       Automation       INTERVIEW         INTERVIEW       Automation       INTERVIEW         INTERVIEW       INTERVIEW       INTERVIEW       INTERVIEW         INTERVIEW       INTERVI		1187	OF OUR AND DEMAN	NOAN F ACCOUNTS	PAYABLE CODAP				
2       L. Current Yez, AND       Historical       Historical <td></td> <td></td> <td>OF OUR HARD DEALY</td> <td></td> <td>1</td> <td></td> <td>IN PESOS</td> <td></td> <td></td>			OF OUR HARD DEALY		1		IN PESOS		
B         Converting         Display         Display <thdisplay< th="">         Display         <thdis< td=""><td></td><td></td><td></td><td></td><td></td><td>GROSS AMOUNT</td><td></td><td>NET AMOUNT</td><td>2.54</td></thdis<></thdisplay<>						GROSS AMOUNT		NET AMOUNT	2.54
SECONOSI CLUAR IN STRAM							NGTAX		-
PPODODOSSI CHARLES RAYMOND A. MAXEY 1477226889 2016-12-00011 502003000 10.100.00 10.1000.00 10.100.00 10.100.00 10.100.00 10.		the second se		and the second second	and the second se	and the second se			
9900000514       BAMON 5. TERNAMORZ       177715492       105.6 12.00015       5022003000       10.160.00       10.150.00 <t< td=""><td></td><td></td><td>and the second second</td><td>and the second se</td><td></td><td></td><td></td><td></td><td>4</td></t<>			and the second second	and the second se					4
PUOLOCOSS AANOLD G. AGUSTIN  1777044555 2016 22-00014 \$02200000  1,160.00  10,160.00  1									
9900000516       ATTY: CARLO E. ABARQUEZ       1777114901       2016-021       5021003000       9.160.00       9.160.00       7.480.00       7	and the second se			and the second se					
990000011       CLSAR V. PRADAS       1777044330       2016 12 00001       5021000001       7,830.00       7,830			and the second se					and the second se	
	Contraction of the local distance	and the second se			the second se				
SPORDODOSSIS MERLITA R. IBAY			the second se				-		
TOTAL       Bit words       Bit words       Bit words         TOTAL       Sit words       Bit words       Bit words       Bit words         Mice and regulations       Bit words       Bit words       Bit words       Bit words         Mice and regulations       Bit words       Bit words       Bit words       Bit words         Mice and regulations       Bit words	9900000518	MERLITA R. IBAY		And in the other states of the state of the					LINE
Include warment that the above list of Date and Demandable APP:     was propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according and auditing     wespecting the issue audit is authorities by the damaats     Approximation     Approximation     Approximation     Authorities of Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (Distanc	9900000519	JUANITO SMITH	0227059737	2016-12-00006	5020101000	2,480.00		2,480.00	ONLY
Include warment that the above list of Date and Demandable APP:     was propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according with existing badgeting and auditing     wes propared is according and auditing     wespecting the issue audit is authorities by the damaats     Approximation     Approximation     Approximation     Authorities of Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (ADA)     Authorities (Distance (Distanc									
In product warmant that the above List of Date and Domandable A/P: was programed is accordinger with existing badgeting and auditing with and regulations:									
In the only warrant that the above list of Date and Demandable A/P: was proported is accordance with existing badgeting and audition was proported is accordance of the dawn badgeting badgeting and audition was proported in the intervention of the dawn badgeting badgeting and audition was proported in the intervention of the dawn badgeting badgeting badgeting and audition was proported in the intervention of the dawn badgeting badgeting and audition was proported in the intervention of the dawn badgeting badgeting and audition was proported in the intervention of the dawn badgeting badgeting and audition was proported in the intervention of the dawn badgeting badg	IATOT	Kater - Pro-				81,440.00	S	81,440.00	
To MCS-COS of the Agency         House Data MDS Sub-Account Humber: 2177-990 HP         TOTAL AMAQUARI:         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FOUR HUMBERD FORTY PISOS COMEY         Big HPY ONE THOUSAND FOUR HUMBERD FOUR HUMBERD FORTY DISCOUNT HUMBERD Signature         Big HPY ONE THOUSAND FOUR HUMBERD FOUR HUMBERD FORTY HUMBERD FORTY HUMBERD THE ACCOUNTENT;         Cont MDS - OSB USE ONLY         Statistics         Big HPY ONE THOUSAND HUMBERD FOR Thous OF Thous		nites and regulations. Construct Correct:				Approved	IAM L RA	REZ	
Please Databalistic Marchen 12 177-2001 25 Please credit the account Marchen 12 177-2001 25 TOTAL AMOUNT: BIGHTY ONE THOUSAND FOUR HUMBRED FORTY PISOS CARY INVENTIONAL THOUSAND FOUR HUMBRED FOR HUMBRED FOR THOUSAND FOUR HUMBRED FOR HU		nites and regulations. Construct Correct:		-1	5.00	Approved	IAM L RA	REZ	
Please credit the security of the skewe liked californ to credit preparents of accounts payable DVHC TOTAL AMOUNT: BIGHTY ONE THOUSAND FOUR HUNDERED FORTY PISCS COMY Is worth Is worth Is worth Commissioned		rules and regulations. Cartified Correct: 		-1	5.00	Approved	IAM L RA	REZ	
TOTAL AMOUNT:       BIGHTY ONE THOUSAND FOUR HUNDHED FORTY PISOS ONLY       P       81,440.09         Is worted       Is worted       Agency Authorized Spectromer       MEGUINTO         Is worted       Interventional Automatical Spectromer       MEGUINTO       MEGUINTO         RUMONALS, FERNANDEZ       Interventional Automatical Spectromer       MEGUINTO       MEGUINTO         Continuessioned       Interventional Automatical Spectromer       MEGUINTO       Coshier         POR MOS- 658 USE ONLY       Memory the doedness as a "Totan That out" hash, Bud & seconding to the data of noodge of readition/invention's lating, Gub Lagoned with complete desaments.       Coshier         NOTE:       Memory the doedness as a "Totan That out" hash, Bud & seconding to the data of noodge of readition/invention's lating, Gub Lagoned with complete desaments.       Coshier         Notes and a word of orcood with Head investor Coshier Theory to the data of noodge of readition/invention's lating, Gub Lagoned with complete desaments.       Coshier and and the data memory.         Notes and a word of of the data investor.       Coshier Theory to the data memory.       Coshier and the complete desaments.         Notes and a word of of the data investor.       Coshier Theory.       Coshier and the complete desaments.         Notes and a word of of the data memory.       Coshier Theory.       Coshier and the complete desaments.         Notes and a word of cost of the data memory.       Cos		rules and regulations. Certified Correct:  Head of Accounting Unit To MDS-COIL of the Aprily	E, ADVICE TO	-1	5.00	Approved	IAM L RA	REZ	
BIGHTY ONE THOUGHAND FOUR HUNDRED FORTY PISOS CALY     P     E1,440.00     Bis working     Bis     Bis		rules and regulations. Certified Correct: Head of Accounting Unit To MES-G28 of the Agency Head Data MES-G28 of the Agency Head Data MES-G28 of the Agency	E, ADVIES TO		supp DA]	Approved	IAM L RA	REZ	
BIGHTY ONE THOUSAND FOUR HUNDERD FORTY PISOS ONLY     BIGHTY ONE THOUSAND FOUR HUNDERD FORTH PISOS ONLY     BIGHTY ONE THOUSAND FOUR HUNDERD FORTH PISOS ONLY     BIGHTY ONE THOUSAND FOUR HUNDERD FORTH PISOS ONLY     BIGHTY ONE THOUSAND FOUR HUNDERD FOR THOUSAND FOUR HUNDERD SUBJECT AND A CONTRACT, BUILTON, CARDINAL TO BUILTON, CONTRACT, BUILTON		rules and regulations. Certified Correct: Head of Accounting Unit To MES-G28 of the Agency Head Data MES-G28 of the Agency Head Data MES-G28 of the Agency	E, ADVIES TO		supp DA]	Approved	IAM L RA	REZ	
In wordel Aprop Addatad Sgreteries Aprop Addatad Aprop Addatad Aprop Addatad Sgreteries Aprop Addatad Aprop Addatad Sgreteries Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Addatad Aprop Add		rules and regulations. Cartified Correct:	E, ADVIES TO		supp DA]	Approved	IAM L RA	REZ	
Appropriate and a second will be determined to the data of receipt of second and the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the data of receipt of second and the data of the		rules and regulations. Certified Correct:	E, ADVICE TO 80 KV Blon to cover payment		supp DA]	Approved	IAM L RA	therized Official	
KORMANS, FERNANCEZ     Commissioned		rules and regulations. Certified Correct:	E, ADVICE TO 80 KV Blon to cover payment		supp DA]	Approved	IAM L RA	therized Official	
Commissioner		rules and regulations. Cartified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R		supp DA]	Approved	IAM L RA	therized Official	
Commissioned Commissioned (Ensures shall invalidate this document)  Cashier  (Ensures shall invalidate this document)   Instants - 658-USE ONLY   Instants - 658-USE ONLY   Instants - 658-USE ONLY   Instants - 658-USE ONLY		rules and regulations. Cartified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R		supp DA]	Approved	IAM L RA	therized Official	
Commissioned Commissioned Control (Desireman Cost (Control (Contr		rules and regulations. Cartified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	In the second se	9.994 DA)	Approved	IAM L RA	therized Official	
Commissioned Commissioned Control (Desireman Cost (Control (Contr		rules and regulations. Cartified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	In the second se	9.994 DA)	Approved	IAM L RA	therized Official	
Continuestioner     C		rules and regulations. Cartified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	In the second se	9.994 DA)	Approved	IAM L RA	therized Official	
(Denners dult insufaise this document)  COR MDS- OSB USE ONEN  Sectoralize and encrope the dedication of "forth, flat & example to the date of receipt of sectoralizer's lating, dub sequend with complete desarrants.  Sectoralized and encrope the dedication of "forth, flat & example to the date of receipt of sectoralizer's lating, dub sequend with complete desarrants.  Sectoralized and encrope the dedication of the date of receipt of sectoralizer's lating, dub sequend with complete desarrants.  Sectoralized and encrope the dedication of the date of receipt of sectoralizer's lating, dub sequend with complete desarrants.  Sectoralized and encrope the dedication of the date of receipt of sectoralizer's lating, dub sequend with complete desarrants.  Sectoralized and the date of the date of the date of the date of receipt of sectoralizer's lating.  Sectoralized and the date of		rules and regulations. Certified Cornect:  Head of Accounting Unit  To MES-GSB of the Agency  Hease Deals MIDS Sub-Account Rember: 20775  Hease Credit the secours of the above listed cred  TOTAL AAROUNT: BIGHTY ONE THOUSAND  (in year  One Content of the Agency  In year  In year In year  In	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	In the second se	9.994 DA)	Approved	P ROSANN	BILANCO	
INTER: I		rules and regulations. Certified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	DEBIT ACCOUNT (A	9.994 DA)	Approved	P ROSANN	BILANCO	
OR MDS - GSB USE ON TA		rules and regulations. Certified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	DEBIT ACCOUNT (A	9.994 DA)	Approved	P ROSANN	BILANCO	
MOX CON LINES OF CONTRol that indicate Terraria' calcers, non-planterity that it is according to according to the second of		rules and regulations. Certified Correct:	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	o bear Account (A the of accounts payable Offer PESOS ONLY Agency Authorized Sy Chairman	IDA)	Approved:	P ROSANN	BILANCO	methe
A MOX COM WINCH CONTOUT the Bill official stands. Thereards: Contents, non-playment: Contents of Standards and Contents, non-playment: Contents, non-playment; Contents,	OR MDS - OSA	rules and regulations. Certified Cornect:  Head of Accounting Unit  To MES-G28 of the Agreey  Head of Account Renter: 217-95  Please Debt MIDS Sub-Account Renter: 217-95  Please Credit the assumes of the above listed cred  TOTAL AMOUNT:  BIGHTY ONE THOUSAND  In word  Sub-Contentissione  Contentissione  Contentissione	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	o bear Account (A the of accounts payable Offer PESOS ONLY Agency Authorized Sy Chairman	IDA)	Approved:	P ROSANN	BILANCO	
MOX CON LINES OF CONTRol that indicate Terraria' calcers, non-planterity that it is according to according to the second of	OK MIDS - 658	rules and regulations. Certified Cornect:  Head of Accounting Unit  To MES-G28 of the Agreey  Head of Account Renter: 217-95  Please Debt MIDS Sub-Account Renter: 217-95  Please Credit the assumes of the above listed cred  TOTAL AMOUNT:  BIGHTY ONE THOUSAND  In word  Sub-Contentissione  Contentissione  Contentissione	E, ADVIES TO 80 87 Blon Is sowr pepren NOUR HUMDRED R	o bear Account (A the of accounts payable Offer PESOS ONLY Agency Authorized Sy Chairman	IDA)	Approved:	P ROSANN	BILANCO	-
ulick/s/ck/ard hard-recently	FOR MIDS - 658	rules and regulations. Certified Cornect:	E, ADVIES TO RED 57 RED 15 LEWY PAPER POUR HUMDRED P	o DEBIT ACCOUNT (A the of accounts payable ORTY PESOS CARY Agency Authorized Sy Chairman (Drazero shafi insu	DA) DA) (A/MS) governments AREZ Solates this document	Approved: Acad of Ag	P ROSANNA	El,440.00	
	VIR MIDS - 658	rules and regulations. Certified Cornect:		Aparty Account (A Aparty PESOS CARY Aparty Autoented St Chairman (Drawes shaft inte	DA) (DA) (VPR): puterinis: AREZ Subara this document	Approved:	P ROSANNI	SI,440.09	
	OX MDS - GS8-	A contrast of the second of t		Aparty Account (A Aparty PESOS CARY Aparty Autoented St Chairman (Drawes shaft inte	DA) (DA) (VPR): puterinis: AREZ Subara this document	Approved:	P ROSANNI	SI,440.09	
100AP-ADA NO. 99-12-017	OR MIDS - 658	A contrast of the second of t		Aparty Account (A Aparty PESOS CARY Aparty Autoented St Chairman (Drawes shaft inte	DA) (DA) (VPR): puterinis: AREZ Subara this document	Approved:	P ROSANNI	SI,440.09	
The (DOAP-NON is an an accountation form * Indicate the description/same and UACS code Date of issue: December 14, 2016		A contrast of the second of t		Aparty Account (A Aparty PESOS CARY Aparty Autoented St Chairman (Drawes shaft inte	Suppl DA) (A/M) geodesies Alatze this document Subset this document fragglier/Unwelliers	Approvedi	P ROSANNU	SI,440.09	

ANE SPORTS COM	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 14 of 18
SSION	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## CHECK ADVISE GSB

rrent Account vings Account	No. 100284000038 No. 100284000046	ADVICE OF CHECKS ISSUED AND Date Prepared: December		ACIC NO. FUND	2016-12-0157 NSDF-NSA
PHILIPPINE	IANAGER NATIONAL BANK PLAZA BRANCH				
CHECK NO.	DATE OF ISSUE	PAYEE	AMOUNT	DATE REGISTERED	REMARKS
0000156934	December 28, 2016	DANCE SPORT COUNCIL OF THE PHILIPPINES INC	389,179.07	,	
0000156936	28	DANCE SPORT COUNCIL OF THE PHILIPPINES INC	499,764.72	2	1.12
			1 12		
				1	
				1	
O. OF PCS OF	CHECKS: 02	TOTAL AMOU			
OTAL AMOUNT	IN WORDS:	EIGHT HUNDRED EIGHTY EIGHT THOUSAND NINE HUNDRED FO	Certified Correct By:	Delivered	Rus
CHECK NO.	DATE OF ISSUE	CANCELLED CHECKS REMARKS	Lisoula/	Denvered	54.
0000156935	December 28, 2016		ELIZABETH T. AGULAN		CONTRACT!
0000100000			Cashier	T. 1.1. A 17.17	
	1		· Annual Day	REEGV2d	2016
	1		Approved By:	I HELE W	
			CELIA H. KIRAM	BSP - SORVIC	RIG UNIT
			Commissioner	and an and a second second second second	

PAYEE PAYEE PARTING PA	AMOUNT 49,85124 3,975.00 1,703.57 NINE PESOS AND ET	
INCE MARKETING RATION DODS INDUSTRIES, INC.	49,851.24 3,975.00 1,703.57 TOTAL NC NINE PESOS AND EI	5020399000 5020399000 5020399000 D OF CHECKS - 3 CGHTY-ONE CENTAVO
RATION CODS INDUSTRIES, INC.	3,975.00 1,703.57 TOTAL NO NINE PESOS AND EI	5020399000 5020399000 0 OF CHECKS 3 IGHTY-ONE CENTAVO
INITE MERCANTILE	1.703.97 TOTAL NC NINE PESOS AND EI	S22339900
I	TOTAL NC	2. OF CHECKS - 3 IGHTY-ONE CENTAVO
USAND FIVE HUNDRED TWENTY-	NINE PESOS AND E	IGHTY-ONE CENTAVO
	LARD EN	CHETTER ST
CERTIFIED CORRECT BY:	VERIFIED BY:	RECEIVED BY:
KS Gogula		
APPROVED BY:	POSTED BY:	DELIVERED BY:
		** FOR LBP USE ONL Page 1
	APPROVED BY:	KS ADDULA ELEXALTHY ADDUN APPROVED BY: POSTED BY:

NE SPORTS COL	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 15 of 18
A LINE AND A	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## **ORDER OF PAYMENT**

		Serial N	lo. :	_ 1
		Date :		
	ORDER OF	PAYMENT		
The Collecting Office	er			
Cash/Treasury Unit				
Please issu	ue Official Receipt in favo	r of	(Name of Payor)	
	(Address/Offi			
8				
	(Purp			-
per Bill No	dated			
Please deposit the col	llections under Bank Acco	ount/s:		
No.	Name of Bank		Amount	
		<u> </u>		
Total		Þ		
		IMEE B. C	AJANDAB ame Head of Account	ing
	Signa	Division/Unit/Au	athorized Official	0
	5	34		

and sports compared to the sports compared to	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 16 of 18
Hell The Alexandree Al	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

# Report of Collections and Deposits (Monthly)

	÷		CASH RECEIPTS RECORD PHILIPPINE SPORTS COMMISSI FOR THE MONTH OF (Date of Mont	ON		
(NAME) Accountable Officer		AME) able Officer	Collecting & Disbursing Official Designatio	Station		
DATE (YEAR)	OR NO.	Name of Payor	Nature of Collection	Debit	Credit	Overdeposited Collections
-+						
+			+			
			`	_		_
			+			
		and the second secon	>			
-+				_		_
$\rightarrow$						
-+						
			-			
				_		
+						
			TOTAL			

ALL SPORTS COMMISS	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 17 of 18
Hell The Alexandree Al	Cashier Procedures	Revision No.:	1
* 7990	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

## **Cash Receipt Record**

	(NAME) ntable Officer				GOFFICER signation		Station	-
Date	Reference No./OR		UACS	Code			(Matica)	
	No/DS	Name of Payor	MFO/PAP	Object Code	Nature of Collection	Collection	Deposit	_
								_
								_
								-
				_				-
								-
		Undeposited collections this report			O.R #			
								-
								2
								_
с	I here ollecting Office	by certify on my official oath that the fore r of Philippine Sports Commission - Phile	egoing is a co ports during t	mect ar	CERTIFICATION ad complete record of all collectons and deposits had od from to,	d by me in my capacity inclusives, as indicate (nam Name and	ed in the corres ne)	p

# Report of Collections and Deposit (Daily)

itity Name: Pl ind Cluster: N	nilippine Sports	Commission			ECTIONS AND I					Report No. : 1_ Sheet No.: 1 Date:		
	pt/Report of	rt of Resp.	isp.			T			Amour	ıt		
	ns by Sub-	Ctr.	Payor	Particulars	MFO/PAP				Breakdo	wn ct Collections		
	Number	Code				Total per OR						
de 👘	Number	·		and a second								+
2	-									-		+
to sellere est			-	and the second						-	•••••••••••••••••••••••••••••••••••••••	+
1					11.11.1 11.11.11.11.11.11.11.11.11.11.11	1	nia na basa da					$^{+}$
										Sector and the sector		Ŧ
												T
								0			1.15 (0.000 - 1.000) - 1.000	T
												I
												1
												+
	-			2		-						+
	-											+
	-				TOTAL	0.00						ł
	ويتعرب المتحدث والمسالي				TIONAL	0.10				· · ·		1
		Summary:										
			Collections per last Report						•			
		Collections pe	r OR Nos.						٠.	1		
		Deposits										
		Date:							ð			
		Undeposited	Collections in this report						a			
										a attained a		_
		I berehu	rtifii on mu official anti-	CER above is a true statement of all colle	TIFICATION				a da ang katar sa	dia dia mandri		
				sued by me in the amounts shown th								
		issued the ne	mensary Official Receipt in ackno	wiedgement thereof. Collections rec	election also certing	Tors are recorder	d above on the	ir rocnoctia	never source	without naving		
		issued the fit		r that the balance shown above agre					e conection i	epore numbers.		
							,					
				(NAME OF ACCOUNT	ABLE OFFICER)		-					
				Collecting C	Officer		Date					

SPORTS COL	PHILIPPINE SPORTS COMMISSION	Page No.:	Page 18 of 18
AND	Cashier Procedures	Revision No.:	1
* 1990 *	PSC-SOP-BAFMS-08	Effectivity:	5-4-2021

Prepared by/Date:	Reviewed by/Date:	Approved by/Date:
Acting Head, CASHIER'S OFFICE 4/5/2021	ANNA CHRISTINE S. ABELLANA HEAD, SEA AND AIR TRAVEL UNIT (QMR)	ATTY. GUILLERMO B. IROY, JR. OIC - EXECUTIVE DIRECTOR 4 May 2021