



## Title of Frontline Service: MONETIZATION OF LEAVE CREDITS

Schedule of Availability of Service	Who May Avail of the Service	What are the Requirements	Duration
Monday to Friday 8:00 a.m. - 5:00 p.m.	All DepEd Cebu City Non-teaching Personnel	2 copies of each: *letter request addressed to SDS * filled out form 6 signed by the applicant and the Principal *latest Payslip *supporting documents (i.e. Medical bill, tuition fee, utilities, etc.)	8.5 working days

### How to Avail of the Service?

Step	Applicant/Client	Service Provider	Duration of Activity (under normal condition)	Person in-Charge	Fees	Form
1	Emails/submits complete documents to: <a href="mailto:records.cebucity@deped.gov.ph">records.cebucity@deped.gov.ph</a>	Receives and checks completeness of documents  Forwards documents to PSU	4 hours	Mary Antoniette Torrejos / Joy Marie Baculi / Ritchell May Camino	None	None
2		Records on the leave cards  Indicates number of days in the Form 6	4 hours	Elvira Ugang	None	None
3		Certifies leave balance	2 hours	Araceli Gudelosao	None	None
4		Approves monetization request and Form 6  Forwards approved documents to PSU	4 hours	SDS Rhea Mar Angtud  Rhea Fe Sarmiento/ Daniel Dela Cruz	None	None

5		Prepares payroll and Disbursement Voucher	1 day	Ardiana Mahusay (Elem) Ave Criste Aguilar (JHS/SHS)	None	
6		Signs Disbursement Voucher and payroll  Forwards Signed Disbursement Voucher and Payroll to Accounting	2 hours	Araceli Gudelosao  Gracel Dizon / Norman Napoles	None	
7		Receives, pre-audits and process Disbursement Voucher and payroll	1 day	Ma. Sheila Mae Man-on/ Mary Ann Cubar	None	
8		Prepares and signs Obligation Request Status	2 hours	Yolanda Villamor / Beatriz Malait	None	
9		Signs Disbursement Voucher	2 hours	Jaene Aguila	None	
10		Approves Disbursement Vouchers/payroll for payment	4 hours	SDS Rhea Mar Angtud	None	
11		Prepares ADA/ACIC, checks, prooflist and transmittal	1 day	Marie Angeli Pascual/ Lee Datan	None	
12		Signs ADA/ACIC, checks and transmittal	4 hours	SDS Rhea Mar Angtud  Rizalina Bacalso/ Marie Angeli Pascual	None	
13	Receives check/payment thru ATM	Transmits ADA to DBP and releases check	2 days	Lee Datan/ Marie Angeli Pascual	None	
<b>END OF TRANSACTION</b>						