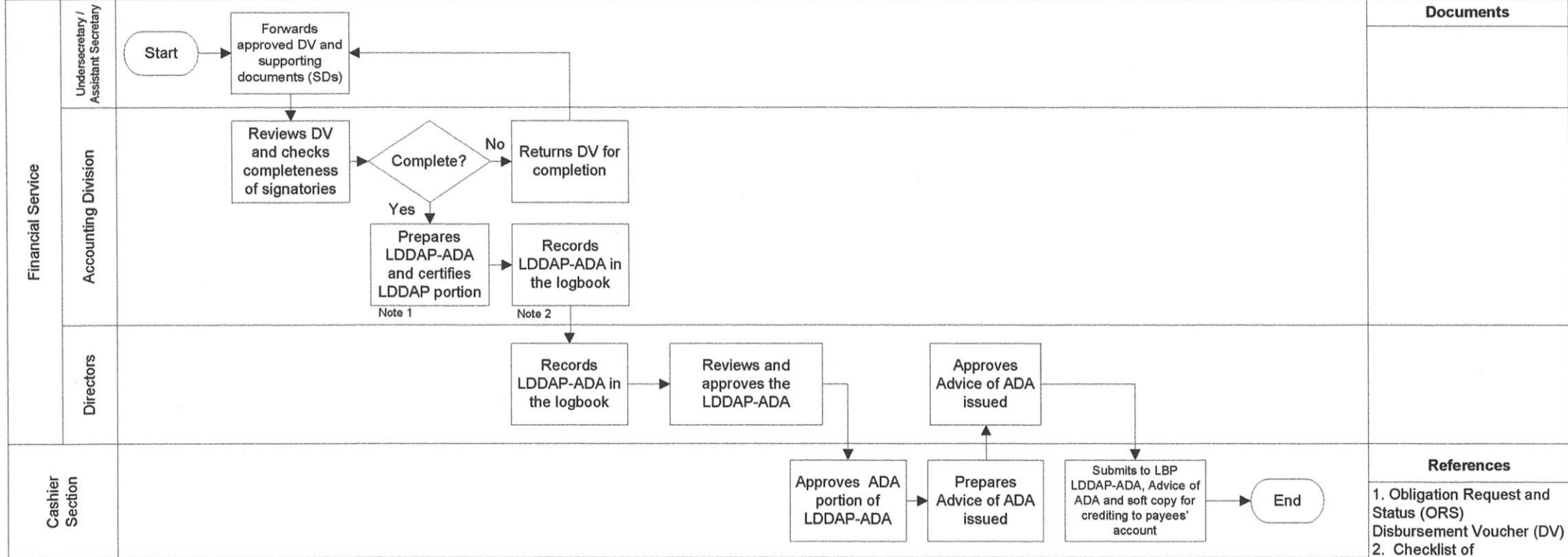




Process Title	Issuance of List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA)	Document Number	DOJ-PM-FNS03-002	Page 1 of 1
Objective	To guide the end-user/public officer concerned of the process involve in the disbursement of funds thru LDDAP-ADA. To remind the public officer concerned of the proper procedure to be observed in the disbursement of funds thru LDDAP-ADA.	Revision	1	
		Effective Date	8 November 2018	



**WORK INSTRUCTIONS**

- Note 1. The LDDAP-ADA is composed of a) LDDAP and b) ADA portion.
- Note 2. Record the date of receipt, DV number, payee, and amount of Disbursement Voucher (DV).
- Note 3. The Cashier Section shall retain receiving copy and furnish copies to the following: COA resident auditor's office; Office of the Director for Financial Service and other internal requirements.

- 1. Obligation Request and Status (ORS)
- 2. Checklist of Requirements
- 3. COA Rules and Regulation
- 4. DBM Circulars
- 5. List of Due and Demandable Accounts Payable – Authority to Debit Account (LDDAP-ADA)
- 6. Advice of ADA

Prepared by: <b>EMMANUEL LOWELL A. PANDAAN</b> Chief, Accounting Division	Verified / Reviewed by: <b>MARIA ELISA B. GERMAR</b> Director, Financial Service	Approved by: <b>ADRIAN FERDINAND S. SUGAY</b> Undersecretary
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