



Title Issuance of List of Due and Demandable Accounts Payable-Authority to Debit Account (LDDAP-ADA)

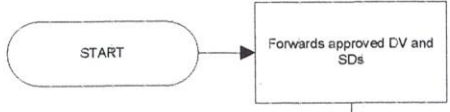
Document Number DOJ-PM-FNS03-002

Page 1 of 1

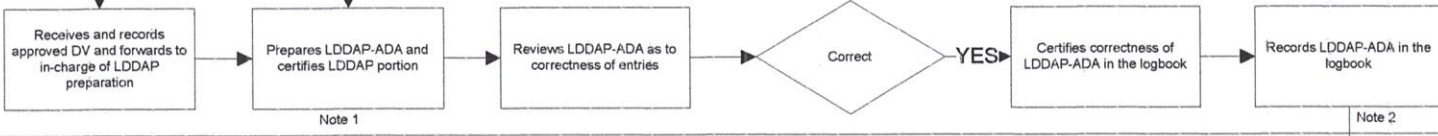
Objective To guide programs, services and concerned offices in the process involved in the disbursement of funds thru LDDAP-ADA

Revision 2
Effective Date 11 NOV 2019

Undersecretary/Assistant Secretary



Accounting Division/Financial Service



Directors, Financial Service



Cashier Section, Administrative Service



Forms

References

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

WORK INSTRUCTIONS

Note 1
The LDDAP-ADA is composed of:
1. LDDAP
2. ADA

Note 2
Records 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:
1. COA Resident Auditor's Office
2. Office of the Director for Financial Service and other internal requirements

Prepared by:

EMMANUEL LOWELL A. PANDAAN
Chief, Accounting Division

Verified by/Reviewed by:

MARIA ELISA B. GERMAR
Director, Financial Service

Approved by:

ADONIS P. SULIT
Assistant Secretary