



PAYMENT OF COMPENSATION TO VICTIMS

Payment of compensation to victims is given whenever the claims of an applicant is found to be in order and approved.

Office or Division:	Cash and Disbursement Section
Classification:	Simple
Type of Transaction:	Government-to-Citizen (G2C)
Who may avail:	All

CHECKLIST OF DOCUMENTARY REQUIREMENTS		
Document	No. of Copy(ies)	Where to Secure
1. Certified true copy of application from Board of Claims	1	Board of Claims Office
2. Government issued ID	2	Claimant

PROCEDURES				
Client Steps	Agency Actions	Fees to be paid	Processing Time	Person Responsible
1. Present the certified true copy of application for BOC and two (2) government issued ID	Verify the documents presented by the claimant	None	5 minutes	Cashier Section
2. Fill-out personal information at the back of claimant's check	Check and verify the information	None	5 minutes	Cashier Section
3. Receive the check and sign the check book and voucher/payroll.	Issue the check to the claimant	None	5 minutes	Cashier Section
TOTAL:			15 minutes	

Note: A longer period not exceeding three (3) days shall be allowed in exceptional circumstances such as submission of additional documents, constraints to access information, etc.