

Department of Justice  
**CASH AND DISBURSEMENT SECTION**

Frontline Service: **Payment for the following:**

1. **Legal fees for Non-Immigrant Visa Application Under Section 47(a)2 of the Philippine Immigration Act of 1940, as Amended;**
2. **Legal fee for Anti-Dummy;**
3. **Legal fees for issued certifications from Legal Staff.**
4. **Clearances issued by the National Prosecution Service for:**
  - a. **Local employment**
  - b. **Foreign Employment**
  - c. **Foreign travel**
  - d. **Firearm license**
  - e. **Permit to carry firearms**
  - f. **Business Permit**
  - g. **Retirement/resignation/registration**
  - h. **Certification re: Case status**
  - i. **Certified true & photocopy of documents**
5. **Regular Accounts (Refund of cash from cash advances issued to personnel thru check payment and over payments of salaries and emoluments).**

<b>Procedure</b>	<b>Employee</b>	<b>Time</b>	<b>Fee</b>
1. Present and pay the Order of Payment issued by the Legal Staff or National Prosecution Service.	Receiving Staff (Window 13)	5 minutes per transaction	See schedule of payments fee
2. Secure Official Receipt and a copy of Order of Payment for submission to the concerned office.	Receiving Staff (Window 13)	5 minutes per transaction	None
End of Transaction			
Feedback procedure: Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

Frontline Service: **Claiming of Checks (Board of Claims)**

<b>Procedure</b>	<b>Employee</b>	<b>Time</b>	<b>Fee</b>
1. Present a certified true copy of application from BOC office and 2 valid / government issued IDs for verification	Receiving Staff (Window 13)	5 minutes per transaction	None
2. Fill up personal information at the back of claimant's check.	Receiving Staff (Window 13)	5 minutes per transaction	None
3. Receive check and sign the cash book and voucher/payroll.  Proceed to Land Bank of the Philippines (LBP) - Taft Avenue Branch for encashment of check.	Receiving Staff (Window 13)	2 minutes per transaction	None
End of Transaction			
Feedback procedure: Accomplish the <b>Feedback Form</b> and drop into the designated box before leaving the premises.			

Procedure for complaints:

1. Go to DOJ Action center and directly report any complaint relative to the service/transaction;
2. Contact the Cash & Disbursement Office at Telephone number 524-49-65.
3. Contact government complaint hot line number 8888.