



## SSB/AD-10. Issuance of Official Receipt (OR)

The Cashier Section's frontline service is the Issuance of Official Receipt. As a basis and to ensure the fee agreement between the Client and the Agency, the Client must submit an Order of Payment (OP) from the Accounting Section which the Collecting Officer receives followed by the issuance of Official Receipt. The Cashier Section acknowledges payment for the products/services such as:

- GISMB:**
  - GIS (Geographic Information System) Training Course onsite/offsite
  - Project from other Government Agencies supported by MOA (Memorandum of Agreement)
- RDAB:**
  - Various LC (Land Classification) Maps
  - Certification Fee of No FAO (Forestry Administrative Order) Records
  - Thematic Maps (ENR datasets: Land cover, Slope, Coastal Resources Maps)
- MGB:**
  - Geodetic Control Points & Benchmark Certification
  - GNSS Registration
  - GNSS Data Evaluation
  - Administrative Maps (Provincial & Regional)
  - Certification of Maps
  - Relief Map of the Philippines
  - Topographic Maps (1:10,000; 1:50,000; 1:250,000; 1:400,000; 1:500,000)
  - ORI, DTM, DSM, IfSAR, LIDAR, Orthoimage, Orthophoto, Aerial Photo
- Others:**
  - Refund of Excess TEV
  - Refund of Excess Cash Advances
  - Bidding Documents

<b>Office or Division:</b>	Cashier Section, Administrative Division, Support Services Branch	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2G - Government to Government G2B - Government to Business	
<b>Who may avail:</b>	All NAMRIA Employees, Suppliers/Contractors and Clients	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
Order of Payment		Cashier Office
Clients Service Satisfaction Survey (one copy)		Cashier Office (Printed Form)



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide Order of Payment (OP)	1. Receive OP  1.1 Prepare and fill up OR details  1.2 Issue OR	None	5 minutes	<b>Juliet I. Villanueva</b> Administrative Officer III (Cashier II) SSB-Cashier or <b>Cecilia I. Capistrano</b> Cashier III SSB-Cashier
2. Receive Official Receipt (OR) and provide client satisfaction feedback	2. Compile client satisfaction feedback	None	1 minute	<b>Kim Claire D. Fulay</b> Administrative Officer I (Cashier I) SSB-Cashier or <b>Florenia Q. Gilpa</b> SN3 SSB-Cashier
	<b>TOTAL</b>	<b>None</b>	<b>6 minutes from start of transaction</b>	