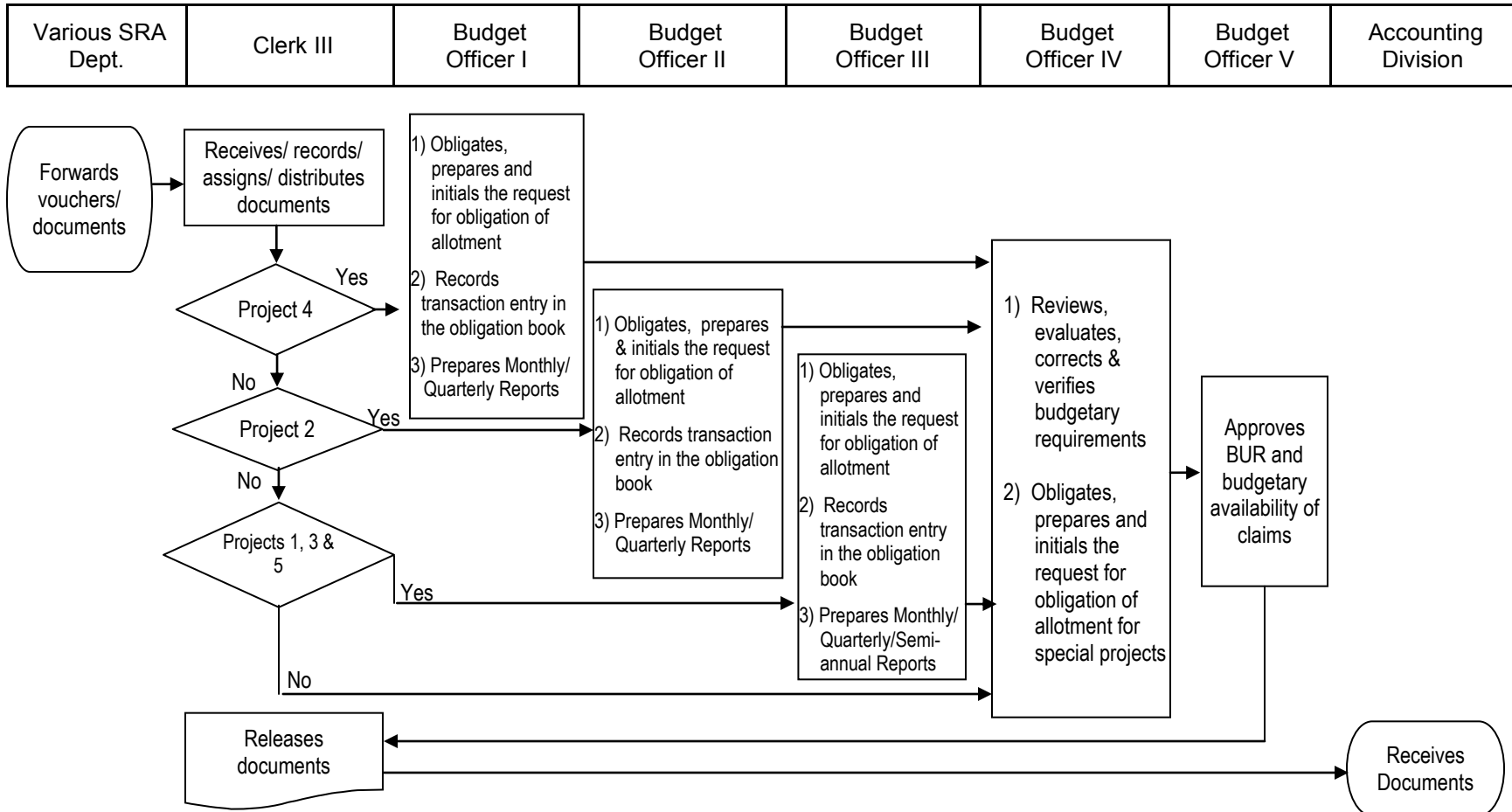


## ADMINISTRATIVE & FINANCE DEPARTMENT Budget Division

### Processing of Disbursement Vouchers/Payroll/Others



Note:

**Project 1**- Office of the Board, Office of the Administrator and Deputy Administrator, Admin. & Finance Dept.

**Project 2**- Internal Audit Services Dept., Planning & Policy Dept., Legal Dept.

**Project 3**- RD&E

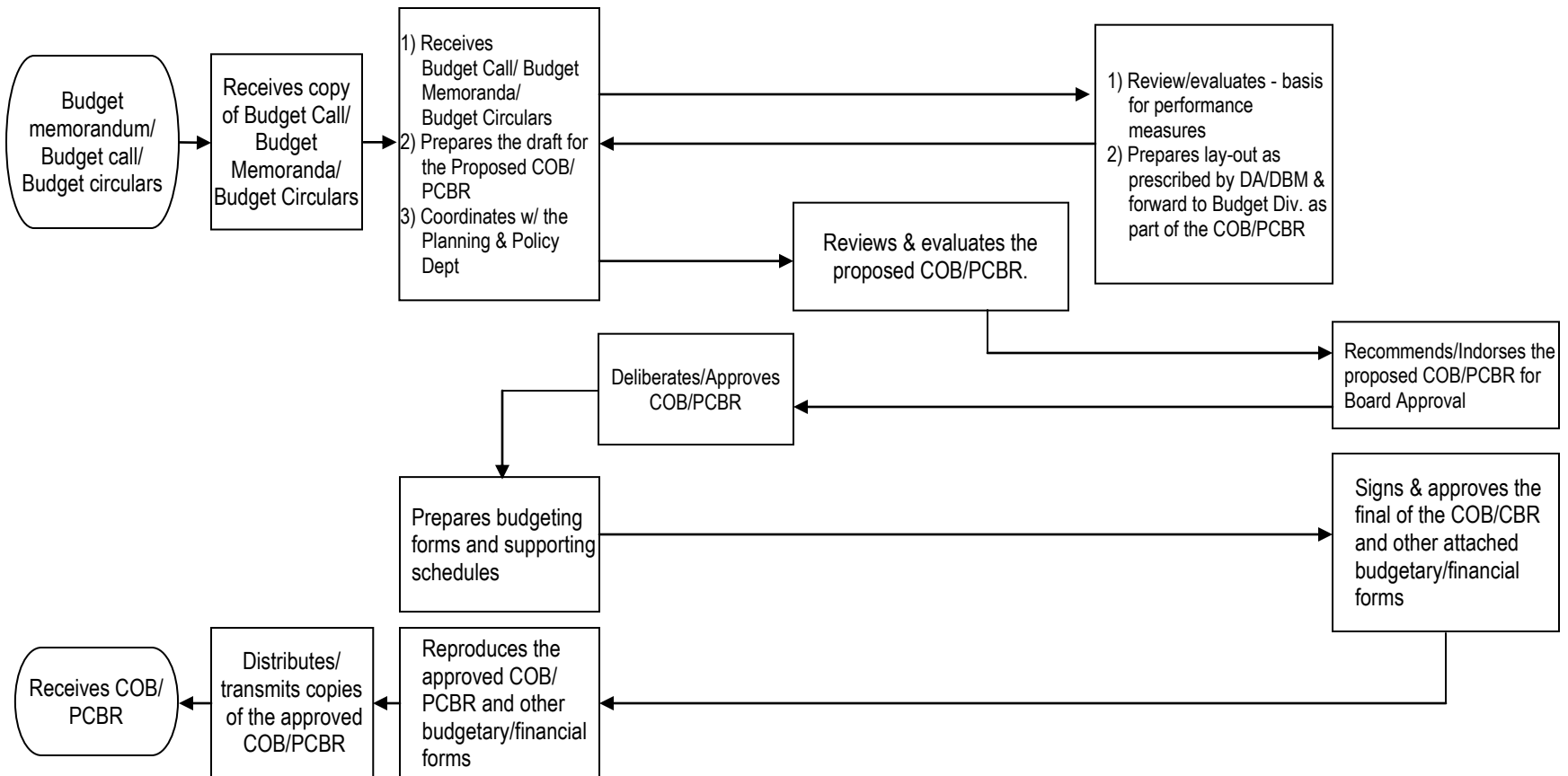
**Project 4**- PCRO

**Project 5**- Special Projects- ACEF & other special concerns/projects

**ADMINISTRATIVE & FINANCE DEPARTMENT  
Budget Division**

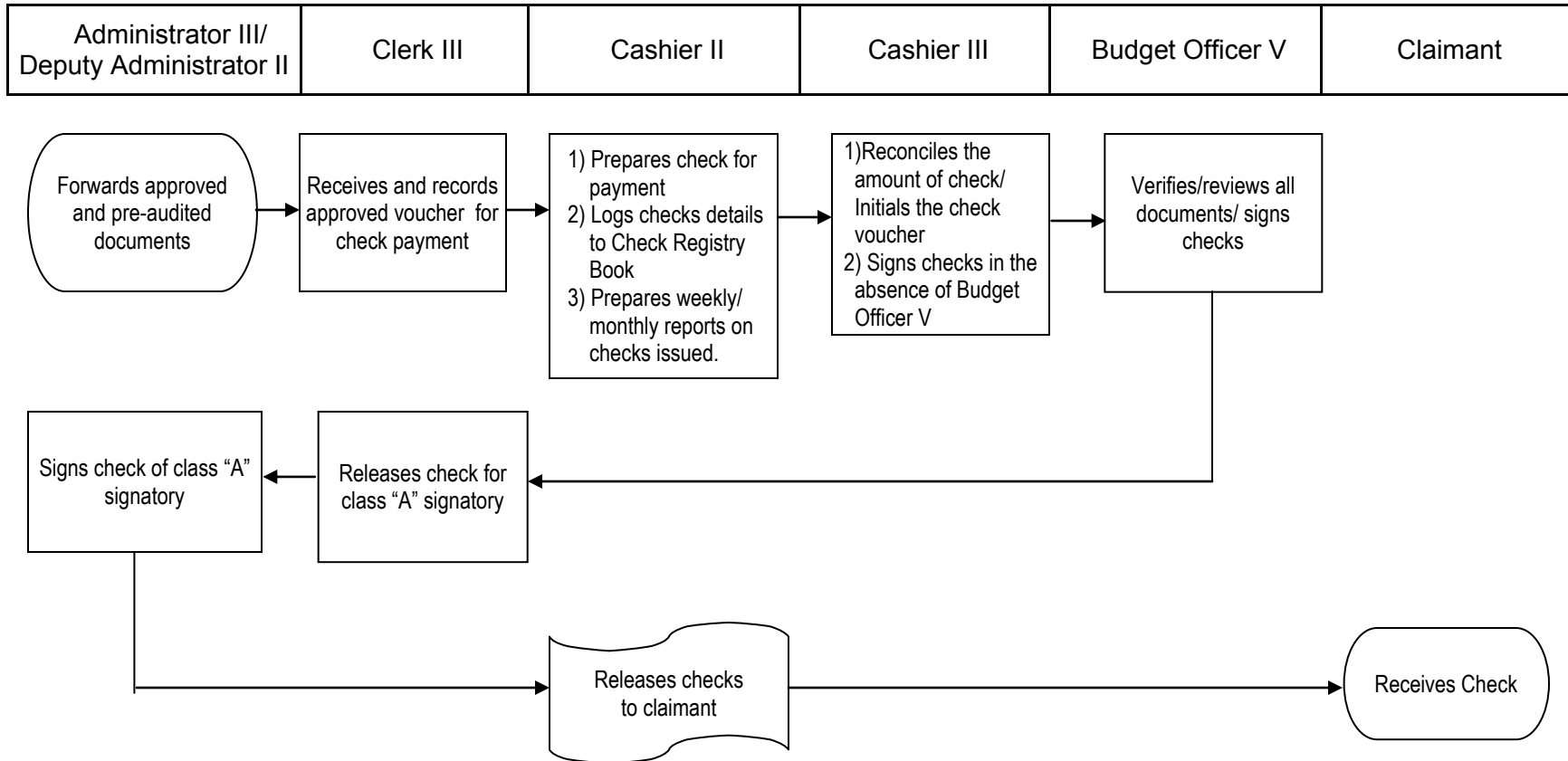
Budget Preparation

DBM	Records Section	Budget Officer IV & V	Sugar Board	Manager III Admin. & Finance Dept.	Planning & Policy Dept.	Administrator III/ Deputy Administrator
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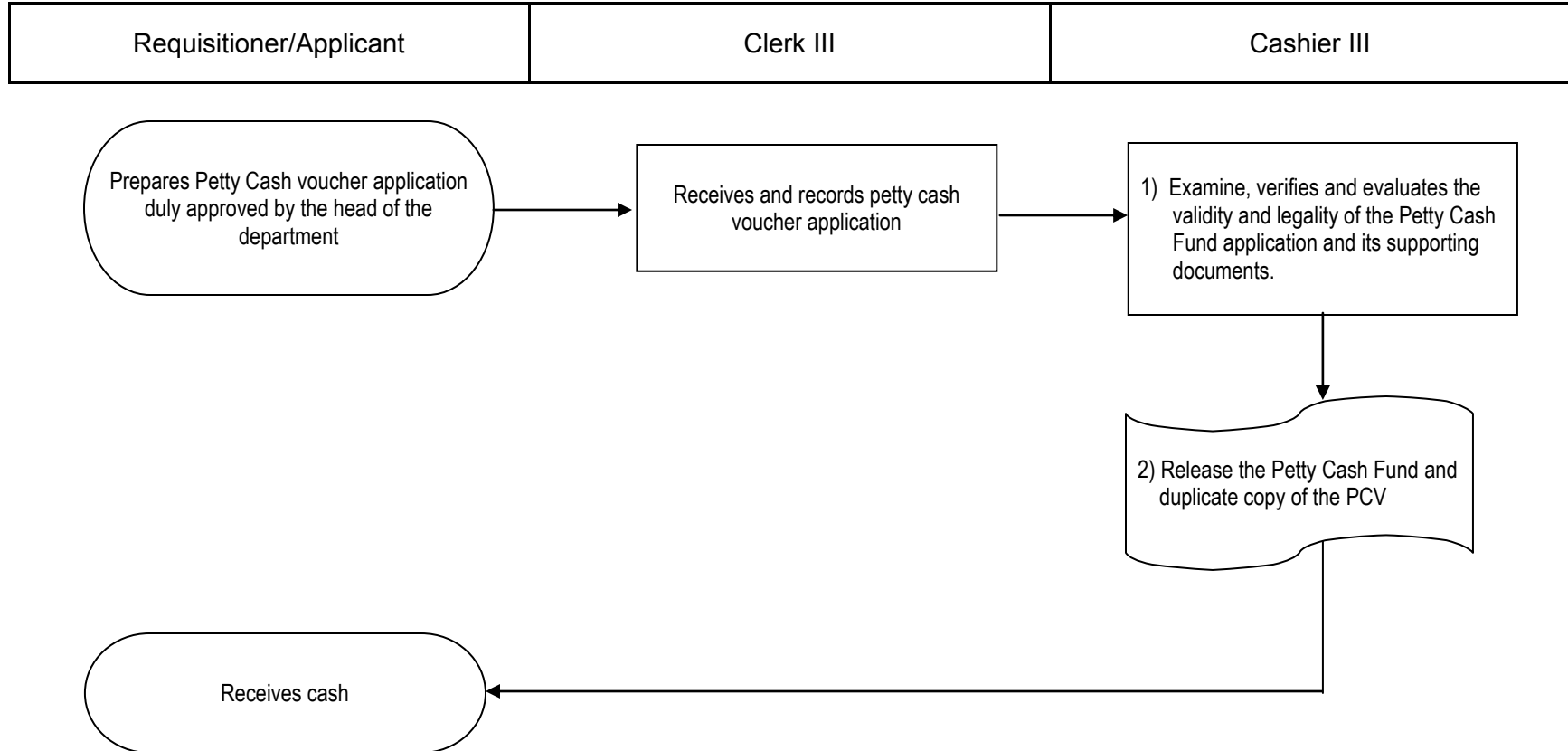
**ADMINISTRATIVE & FINANCE DEPARTMENT  
Treasury Division**

Processing of Documents for Approved Disbursement Vouchers/Claims



**ADMINISTRATIVE & FINANCE DEPARTMENT  
Treasury Division**

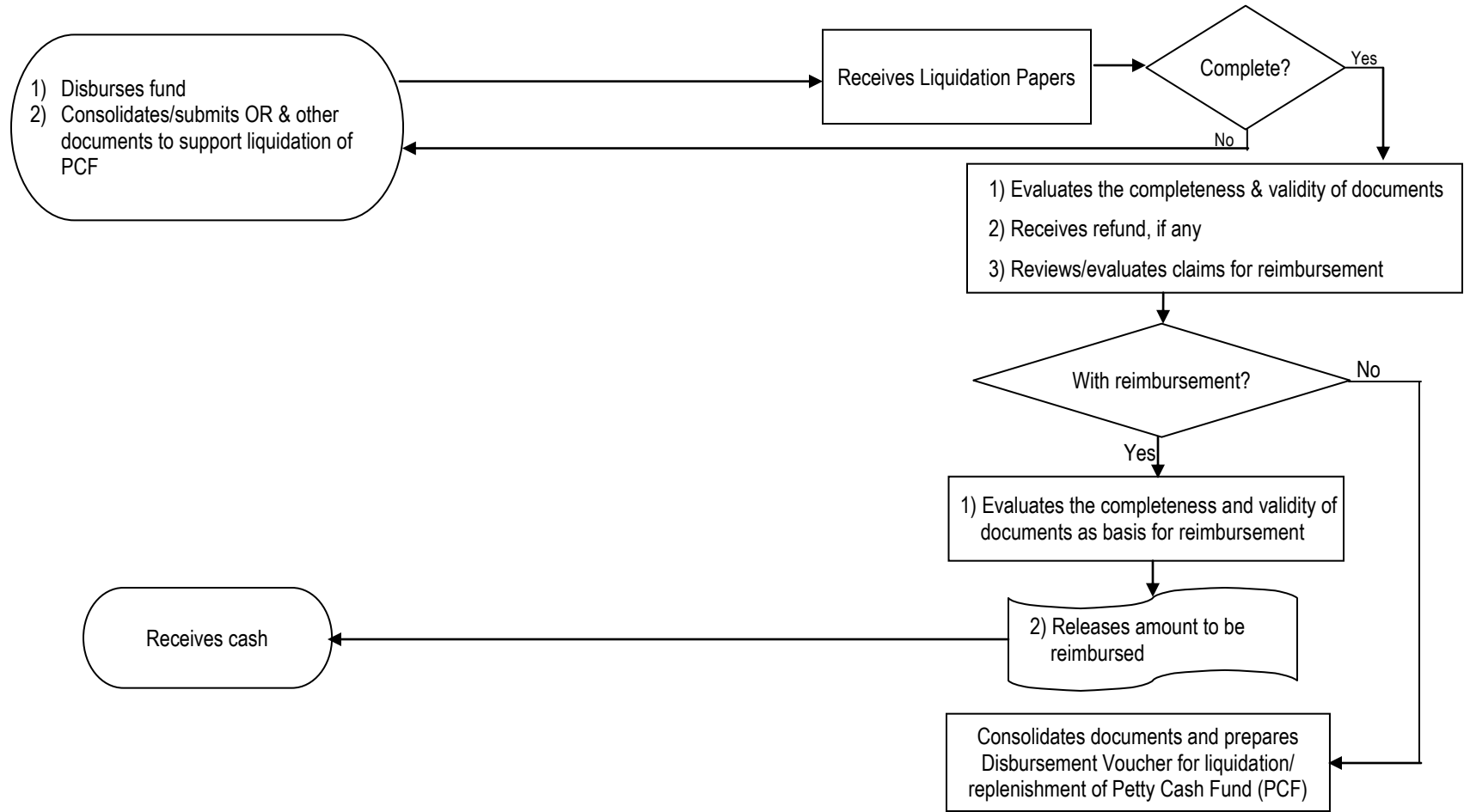
Application and Release of Petty Cash Fund



**ADMINISTRATIVE & FINANCE DEPARTMENT  
Treasury Division**

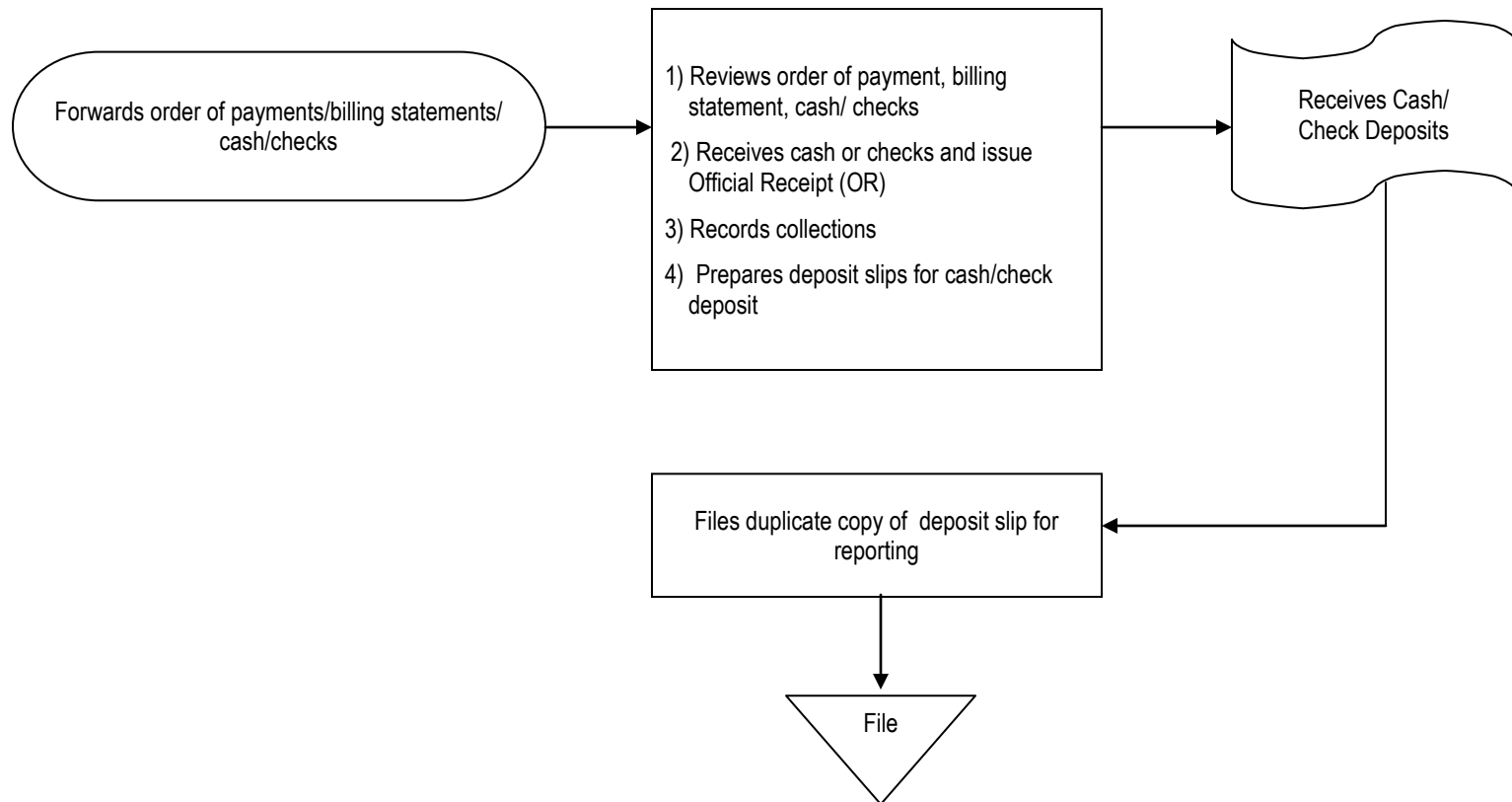
Liquidation/Replenishment of Petty Cash Fund (PCF)

Requisitioner/Applicant	Clerk III	Cashier III
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**ADMINISTRATIVE & FINANCE DEPARTMENT  
Treasury Division**

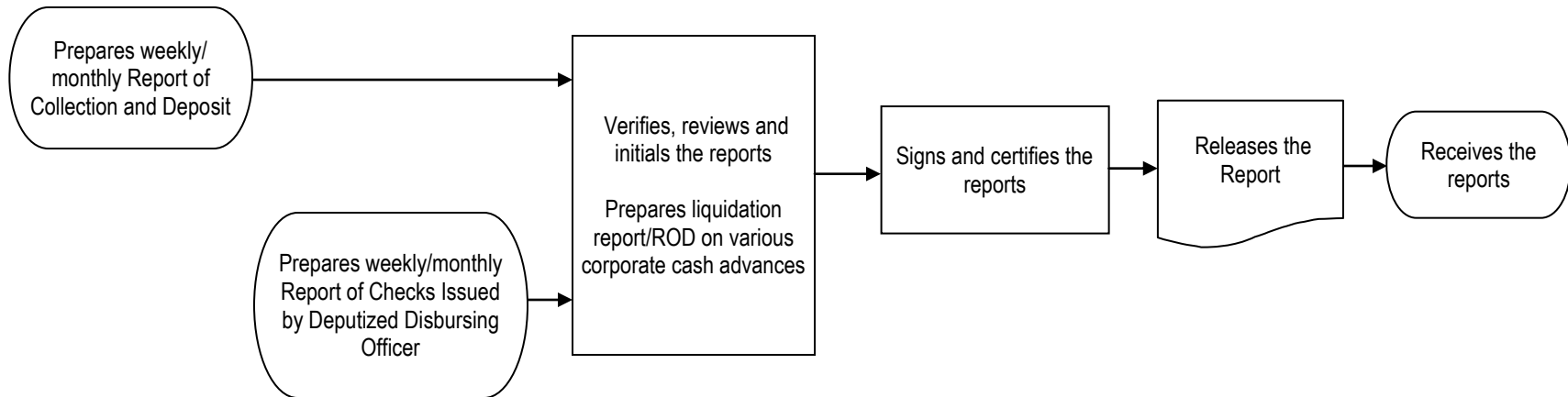
Collection of Income & Other Receipts



**ADMINISTRATIVE & FINANCE DEPARTMENT**  
**Treasury Division**

Preparation/Generation & Submission of Reports

Cashier I	Cashier II	Cashier III	Budget Officer V	Clerk III	Accounting Division
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**ADMINISTRATIVE & FINANCE DEPARTMENT  
Treasury Division**

Cash Advance

