



CITIZEN'S CHARTER NO. BMB-AFA-01. ISSUANCE OF ORDER OF PAYMENT

The Order of Payment is an order or an instruction of a sender to a receiving bank directing transfer of funds to a designated account or beneficiary as remuneration for procurement of goods, services rendered or infrastructure projects. The Accounting Unit shall prepare this form based on a Bill and it shall be prepared for each payor.

Office or Division:	Accounting Division -Office of the Director			
Classification:	Simple			
Type of Transaction	G2C – Government to Citizen G2B - Government to Business G2G - Government to Government			
Who may avail:	Ninoy Aquino Parks and Wildlife Center Management Office BMB BAC Secretariat CITES Permit Applicants			
CHECKLIST OF REQUIREMENTS*			WHERE TO SECURE	
1. Order of Payment Form			Accounting Unit	
2. Billing/Invitation to Bid			NAP/ BMB BAC Secretariat / Bidders/ Business Establishment	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Secure Order of Payment Form (with Billing)	1. Prepares the Order of Payment form per billing received	None	1 min	Accounting Staff
	2. Review the accomplished Order of Payment form with supporting documents	None	2 mins	Accountant
	3. Approve and sign the Order of Payment	None	1 min	Accountant
	4. Records transaction in the logbook and release the	None	1 min	Accounting Staff



	approved and signed Order of Payment to the client			
2. Receives the approved and signed Order of Payment		None	1 min	
TOTAL:		None	6 minutes	

This service is under the following Policies:

- *The Government Accounting Manual prescribed by the Commission on Audit (COA) for Use of All National Government Agencies*